

**CITY OF CANAL FULTON
CITY COUNCIL MEETING AGENDA
NOVEMBER 5, 2019**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPOINTMENT OF SHAWN LOCKHART TO
NORTHWEST STARK SENIOR CITIZENS
COMMISSION**
5. **REPORTS OF STANDING COMMITTEES**
6. **CITIZENS' COMMENTS – AGENDA
MATTERS (Five Minutes per Individual – No
Yield)**
7. **CORRECTING & ADOPTING THE RECORD
OF PROCEEDINGS**

10-15-2019 Council Meeting Minutes

8. **REPORTS OF ADMINISTRATIVE OFFICERS**

- o Senior Citizens
- o Community Service
- o Fire Chief-
- o Police Chief- September Report
- o Engineer
- o Streets
- o Public Utilities
- o Planning/Zoning
- o Finance Director –
- o City Manager
- o Mayor
- o Parks & Recreation Board
- o Law Director

9. **THIRD READINGS**

Ordinance 30-19: An Ordinance Amending Section 141.24 of the Canal Fulton Administrative Code and Repealing Any Ordinances in Conflict Therewith

10. **SECOND READINGS**

Ordinance 31-19: An Ordinance Adopting the Canal Fulton, Ohio Records Retention Policy and Repealing Any Ordinance in Conflict Therewith

Ordinance 32-19: An Ordinance Enacting and Adopting a Supplement to the Code of Ordinances for Canal Fulton, Ohio

Resolution 11-19: A Resolution Establishing the Budget for the City of Canal Fulton, County of Stark, Ohio, for the Fiscal Year Ending December 31, 2020

Ordinance 33-19: An Ordinance to Authorize Appropriations for the Current Expenses and Other Expenditures of the City of Canal Fulton, County of Stark, Ohio, for the Fiscal Year Ending December 31, 2020

Ordinance 34-19: An Ordinance Amending Ordinance 45-18, and Providing for Changes to Previously Authorized Appropriations (\$645,000 to repay general fund and emergency reserve fund advances)

Ordinance 35-19: An Ordinance Providing for the Distribution of Water Revenues and Repealing any Ordinances in Conflict Therewith

Ordinance 36-19: An Ordinance Providing for the Distribution of Sewer Revenues, and Repealing any Ordinances in Conflict Therewith

11. **FIRST READINGS**

P.O.s

P.O. RG012386 to Cargill, Inc. in the amount of \$6,822.00 for 100 Ton Salt to be Stored in the Sewer Dept Storage

P.O. RG012372 to Creative Microsystems, Inc. in the amount of \$12,717.12 for 2020 CMI Software Maintenance

P.O. RG012377 to Davis Door Company in the amount of \$13,140.00 for Replacement Overhead Doors for Fire Training Center

P.O. RG012406 to Civpro Engineering in the amount of \$12,500.00 for Water System Asset Management Plan

12. **BILLS-**

13. **OLD/NEW/OTHER BUSINESS**

14. **REPORT OF PRESIDENT PRO TEMPORE**

15. **REPORT OF SPECIAL COMMITTEES**

16. **CITIZENS COMMENTS – Open Discussion
(Five Minute Rule)**

17. **ADJOURNMENT**

**CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019**

CALL TO ORDER

Mayor Schultz called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Council members present were Mayor Joe Schultz, Dan Bucher, Jr., Sue Mayberry, Bonnie Donaldson, Eric Whittington, Scott Svab and Danny Losch

City Staff present were Law Director Scott Fellmeth, City Manager Mark Cozy, Finance Director William Rouse, Assistant Fire Chief Ray Durkee, Clerk of Council Alyssa Bettis, Police Chief Douglas Swartz and City Engineer Keith Dylewski

Others in attendance were Jeanann VanDenberg, Chell Rossi, Charles Mashburn, Victor Colaianne, Joan Porter, Dan Levengood, Michael McMillen, Peggy Schwendeman and Al Berry

ROLL CALL

VICTOR COLAIANNI AND DAN LEVENGOOD- RENEWAL OF EARNED INCOME TAX

Victor Colaianne discusses the earned income tax renewal that is going to be on the ballot in a few weeks. This was first passed in 2010. It renewed in 2014. It was brought through after a series of community meetings in 2009. There were 6 or 7 meetings. The District as a whole said property tax isn't working earned income tax is the most fair way to do it. We took feedback from the community and put it in place. The first time around the renewal passed. It generates about \$3 million a year. Property tax is a fixed amount it doesn't increase and the State sets that amount. If inflation goes up, we don't get anymore money off of the property taxes.

Things that are not taxed are retirement benefits, pensions, annuity income, rental income, lottery, and incorporated business do not pay. When this was first passed in 2010, and we are dealing with now, are safety issues. The State doesn't give us money for Safety.

One of the things it allows us to do is have a robotics class. Gives us more options for kids in middle school.

This was never intended to be a temporary tax. If you are hearing that somewhere call the board office. It is a five-year renewal which is the same as the current renewal. We kept it at five years because we need to be accountable.

Dan Levengood passes out a flyer about the renewal. He appreciates the support. Mr. Levengood says the biggest question he gets calls on is people thinking this is a temporary tax. At the time, we had an independent finance committee who did a study and came up with the idea of a School District Income Tax. Their original thought was to put it on as a permanent tax. Instead of going for a permanent basis we put it on for five years. That way everyone has a chance to voice their opinion. Mr. Levengood says they have tried to be respectful of the money earned. In the newspaper recently the State Report Card results came out. We did really good. We did not end up with an "A" but no one in Stark County got an "A". We ended up with a "B" and we are very proud of that.

Mayor Schultz asks Mr. Levengood to speak to the difference of how people pay their tax. A lot of our citizens, especially when they move here, they think the income tax that goes to the City of Canal Fulton.

Mr. Levengood says he had a number of people say they called the City and they don't do anything with this. He apologizes to Bill. This is run through the State of Ohio Department of Taxation. They have a separate department just for School District Taxes. If someone calls and they have paid more than they're supposed to and need a refund, he gives them an 1800 number to do that. He says he is really helpless in being a resource for people in that matter.

Mr. Minks asks how much does the lotto pay. Mr. Levengood says casino money gives \$100,000.00 a year. The lottery is a different question because they just help support the money we were already getting. We do not get any extra money from the lottery. They just help support the schools.

REPORTS OF STANDING COMMITTEES

CITIZENS' COMMENTS – AGENDA MATTERS (Five Minutes per Individual – No Yield)

CORRECTING & ADOPTING THE RECORD OF PROCEEDINGS

10-1-2019 Finance Committee Meeting Minutes

A motion was made to approve the 10-1-2019 Finance Committee Meeting Minutes by Sue Mayberry

Second by Scott Svab

Mrs. Mayberry says there are a few typos. Page 4, Second paragraph last line its \$1400 instead of thousand. The middle paragraph driving the "backhoe" and "Mr. Ferrebee"

**CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019**

All Council Members voted yes. Motion approved.

10-1-2019 Council Meeting Minutes

A motion was made to approve the 10-1-2019 Council Meeting Minutes by Dan Bucher Jr.

Second by Eric Whittington

All Council Members voted yes. Motion approved.

REPORTS OF ADMINISTRATIVE OFFICERS

Senior Citizens – Mayor Schultz went to meet with the Seniors when they were playing Bingo. Trying to clear the air on some of the questions they had regarding whether or not they are being moved out of their facility.

Mayor Schultz passes out a drawing of the Senior addition to the YMCA to Council.

He met with one of the board members, Mary Kocsis. She had some questions about the addition. Mayor Schultz met with her and Marg Varillo. They looked at the addition on paper. He explains spacing and the use of the kitchen for better understanding. He wants to share this with Council to see if anyone had any questions because there has been a lot of discussion around the Senior Center, more so recently than in the past. Mayor Schultz wanted to take everyone through some of the meetings he had with people regarding the Senior Center. Mayor Schultz says he was sworn in, in 2016. On July 21, 2016, Kathy Lewis reached out to him and asked him to talk to her. They wanted to know about renovations to the Senior Center. One of the suggestions was putting a levy on the ballot. Mayor Schultz says he told her he wasn't supportive of that. He isn't in support of taxing everyone for something only a small group uses. He met with the board and asked about renovations and what would be a money source that could pay for it. Mayor Schultz says he met with them on August 10, 2016 and on August 26, 2016 he reached out to Kirk Schuring to see if he had any ideas. On October 5, 2016, Mayor Schultz met with Liz Pruitt who at the time was CEO of Affinity Medical Center. They Discussed the possibility of them sharing space to give us another primary care physician. This continued with some dialog. She had contractors come in. As the CEO of Affinity, she really felt she was behind the idea and could make it happen. We all know what happened with Affinity. This was in 2016 well before anyone knew about Affinity closing. In 2017 we told the Senior Board that idea wasn't going to work. From there Mayor Schultz explains he how he reached out to Kirk Schuring and Marilyn Slaby. Marilyn Slaby never responded and Kirk Schuring didn't have a suggestion. On December 13, 2017 Mayor Schultz attended a Senior Luncheon to get a sense of what they do and see if they can come up with any other ideas. On February 12, 2018 Mayor Schultz had a tour with Sue Mayberry and Bonnie Donaldson. They went to Echoing Ridge, Community Connections and then the Senior Center. At that time Mayor Schultz explained to them that sharing a space wasn't going to work out. The other option would be, if the YMCA gets built to be able to do an addition onto the YMCA that the Seniors would own. Everything is predicated on being able to pay for it.

Mayor Schultz explains that he is not in favor of the City going in debt to pay for it. He is not in favor of going to the voters to have everyone pay for something only a small group uses. At that time he shared that with Bonnie Donaldson and Sue Mayberry. This was in 2018 right after Bonnie got elected.

The issue is that building is very central to Canal Fulton because of the Park. To find someone who can either buy it or rent it would be really critical. They have to be the kind of tenant who understands the other activities that go on in that Park. One of the potential tenants we had was Echoing Ridge. They were hoping to move out of the center that they are in on Locust street and move into this space. Once again, that went through a series of meetings and have since changed their minds. Then we had dialog with the VFW. There is still on-going conversation with the VFW about possibly being in that space. Only if the Seniors would want to move to a new facility and IF we had the revenue to pay for it. Mayor Schultz says the only way that would happen, in his mind, is if we get grant money.

Mayor Schultz says he has brought other leaders from the Stark Leadership Board and the Stark Community Foundation to see what their thoughts would be and whether they would be interested in contributing to the project. It is an ongoing project. Mayor Schultz says he wanted to meet with the seniors and he did that yesterday.

Mrs. Donaldson asks what they told him? Mrs. Donaldson says she went to talk to them and they told her that they don't want to go. Mrs. Donaldson says she is not in favor of it.

Mayor Schultz says the way it has been presented to them. Once again this is not the Canal Fulton Senior Center. It is the Northwest Stark Senior Center. They have their own Board. Mayor Schultz explains that we own the building. The way it has been presented to them is that the City owns the building if they want to throw us out they can. Mayor Schultz asks Council Members if there is anyway that anyone would ever consider evicting the Senior Center so that the VFW could move in there and tell them that they are on their own.

Mayor Schultz says he is not going to do that. Mrs. Donaldson and Mrs. Mayberry say no. All of Council says no.

CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019

Mayor Schultz concludes that this is not what we are saying. The only way that this could happen, in his opinion, is if it is funded by grants and the city is not paying anything.

Mrs. Donaldson says that they don't want to go.

Mrs. Donaldson tells Mayor Schultz that he is forcing them.

Mayor Schultz says he is not forcing anyone.

Mrs. Donaldson asks who is?

Mayor Schultz says no one is forcing them.

Mrs. Donaldson said that they told her a different story yesterday.

Mr. Bucher asks Mrs. Donaldson who "they" is? He asks he who are we talking about?

Mrs. Donaldson responds, the members of the Senior Center.

Mr. Bucher asks if this was unanimous?

Mrs. Donaldson says they were unanimous, they don't want to go.

Mr. Bucher asks Mrs. Donaldson if it every single one of them?

Mr. Cozy asks then why would their board come to us?

Mr. Bucher says that he sat in a meeting with two of the board members. He says they gave him no reason to believe that the members were adamantly against it.

Mrs. Donaldson says they really are. She says they told her that you told them a different story yesterday.

Mrs. Donaldson continues to say that Mayor Schultz told them that it is off the table and he is not going to do it at all.

Mayor Schultz says he did not say that.

Mrs. Donaldson says well that is what they told her. She said she was there yesterday right after.

Mrs. Mayberry says she was there yesterday as well because she wanted to ask those that were there two questions. Do you want to stay here or do you want to go to the YMCA. When the first question was asked they all raised their hands, they want to stay here. Then she says she asked who wants to go to they YMCA, nobody raised their hands. Mrs. Mayberry says that was not the entire membership but she wanted to get the gist of who was there. Mrs. Mayberry can't remember the woman's name but she came up to her after the meeting and she said that Mayor Schultz told them it would be too expensive. Its also going to cost \$600,000- \$700,000.00 and they aren't moving.

Mayor Schultz said we would have to raise the money. Mayor Schultz asks Mrs. Mayberry who gives her the authority to go and take a vote from the Senior Members? If it's the Northwest... Mrs. Mayberry interrupts and says she had to go. She says she tried getting Mr. Ginella to tell her why the membership wanted to move and he will not talk to her about it.

Mayor Schultz says, so that gives you the right to go and conduct a vote of the members. Mrs. Mayberry says, why not.

Mrs. Mayberry says Mayor Schultz tried to get her to change her vote where she works at Village hall for the YMCA.

Mrs. Mayberry asks if he wants to start throwing stones.

Mr. Cozy says it sounds like the Senior Citizens Commission needs to pull their membership to vote. Mrs. Mayberry says that is what she was trying to find out.

Mrs. Mayberry asks who has been talking to the membership to find out what they want.

Mr. Cozy says he thought they scheduled a meeting.

Mayor Schultz adds November 12th. Mrs. Mayberry says they scheduled a meeting for her to go in there and ask questions to the commission not the membership. Mr. Cozy says they interact with the commission. Mr. Cozy says members of the commission came to us making an inquiry.

Mrs. Donaldson says she heard a different story. She heard that they did not approach first. Mr. Cozy says they did asks who said that. Mrs. Donaldson says she is not going to mention names. Mr. Cozy says well Shawn Lockhart and Andy Ginella contacted us and met with us. He had Dan Bucher and the Mayor here.

Mrs. Donaldson says she heard the Mayor approached them. That's what they said. Mr. Cozy asks if it was a member of the commission who told her this? Mrs. Donaldson says, no, no. Mr. Cozy says the commission votes to send two people to us. They had approval from the commission to come. That is like City Council voting to send someone to do something and then the people from the city showing up saying they don't want this.

Mrs. Donaldson says they voted to allow those two people to represent them. Mr. Cozy agrees, that is what he heard.

CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019

Mayor Schultz asks Mrs. Donaldson who she is hearing something else from? Mrs. Donaldson says after you approached them. Mayor Schultz asks when did he approach them? Mrs. Donaldson says she doesn't know.

Mr. Whittington says who makes the decision... Mrs. Donaldson interrupts, to kick the seniors out? Mr. Whittington says, no, who makes the decision at the Senior Center on whether or not they want to move. Is it the people that go there or is it the board? Mayor Schultz says It is not our board. Mr. Whittington says well then, their board needs to work with their members and figure out what they want to do. This should not fall on us right now and waste all of this time.

Community Service- No report

Fire Chief- Chief Ray Durkee gives his verbal report. Last week was fire prevention week. They were out at the school. The week before that they were out hydrant flushing. Things went well. The grant we were holding out for engine five, we did not receive. Chief Durkee is asking for a voice motion from Council to dispose of that in an auction process.

A motion was made to list the old fire truck on Govdeals.com by Scott Svab

Second by Eric Whittington

All Council Members voted yes. Motion approved.

Police Chief- Chief Douglas Swartz informs everyone of the robbery we had at Circle K. This is not a very common crime we have in Canal Fulton. Chief Swartz says when he saw the video his first reaction was uh oh because he didn't leave any leads. He was in and out within a minute. His face was covered up. Our officers had search warrants within 48 hours for the mans DNA, house and cellphone. We brought him in and got a confession out of him. Chief Swartz is proud of everyone coming together and comparing notes. Mr. Swartz says that Mayor Schultz talks about this a lot, having homegrown people on our Police Department. It makes a difference. The suspect is to be at court tomorrow morning at 9:45. Mr. Svab asks if it was a resident. Chief Swartz confirms that he was a resident.

Engineer- Mr. Dylewski gives a quick update on the Community Park Project. The asphalt paving and striping has been finished. That project was ahead of schedule and is substantially complete at this point. Also, last week they installed the sewer extension that the facility will tie into.

Mrs. Donaldson asks if the road is open again? Mr. Dylewski answers, yes. Mayor Schultz says we did reach out to ODOT and asked them to reconstruct their detour. He says he saw 18 wheelers trying to make the turn from 93 to south canal street. They did reroute the traffic up to Cherry and Locust Street. That will stay that way until that portion of the project is complete. November 9th.

Mr. Whittington asks about the old school lot that we were thinking about turning into a parking lot. How hard would it be to move the park that is over there over to that section? Move that over to where the old school was because it is more of a neighborhood setting off to the side. Then put the parking lot in. Mr. Whittington is asking what it would entail and would it be worth doing. Mr. Cozy says we need to have a committee meeting and look at the big picture. That property is prime real-estate.

A motion was made to have an Economic Development Committee Meeting to discuss parking lots and architectural planning for downtown on November 19, 2019 at 6:00 p.m. by Eric Whittington

Second by Bonnie Donaldson

All Council Members voted yes. Motion approved.

Streets – Mayor Schultz says the Street Department is finishing up crack sealing this week. The Canal Boat was tucked away this morning and secured in the dry dock. The maintenance program will resume next week. We had to shut it down in order to get some road work finished. The leaf vac is scheduled for maintenance next week and should be ready to go the first week of November. All of the concrete repairs to the sidewalks have been completed. We are working on reinstalling the bricks around the pads. Four different fence companies called for quotes on the split rail fencing down in the park. The heavy duty fencing around the Canalway Center is no longer made. As of today, Mr. Hosking has only received one quote back. The estimates that were asked for was for repair and replace the split rail and extend the split rail fence down past the skate park. The status of a couple injured employees. We lost one full time employee and one part time employee that we were using to fill in after he was one mowing. We are down to two people in the Street Department. The mechanic still helps and fills in when he can. The yard waste facility has opened back up. We are not accepting leaves or grass clippings. It is very important that we

CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019

keep it clean of those things because that is what determines whether or not the company who grinds trees will take it. If it is clean of dirt leaves and grass then there is a good chance, they will take it for free.

Mrs. Mayberry says you can put grass clippings right in your trash can. Mr. Bucher says he has been told that Kimble is not allowing that. Republic made it seem that grass clippings are an important thing for decomposition in landfills.

Public Utilities- No Report.

Planning/Zoning- There is no HPC or Planning Commission Meeting this week.

Finance Director – Mr. Rouse says the September Financial Reports are in the packet. We talked about them a little bit. The income tax year to date is up 2% as compared to last year at this time. As a result, the fund balance in the general fund is a little bit higher than where it was.

Mr. Rouse sent out an email, the County Auditor Sent Resolution 12-19 last week. They asked that this be passed. It is just certifying the property tax amounts for 2020. They would like that done tonight if possible.

Ordinance 31-19 can go through three readings. It is not necessarily a records retention policy. Our policy is fine. What our auditor did recommend is that the retention schedules themselves be codified. This is just a response to the auditor request.

At the last Finance Committee meeting we approved the frame work of the 2020 budget to go to legislation. We didn't have a final decision non-bargaining wages and Fire Department wages. We have four meetings left. Mr. Rouse says he would like this passed before year end so we do not have to do retro pay. Mr. Rouse doesn't know if Council wants him to move ahead with 2% on both or if we need to have a committee meeting to discuss individuals.

Mr. Svab says from what he understood it was going to be kept in the budget. Mr. Rouse replies, those are in the budget. This is just the legislation to specify the amount.

Mrs. Mayberry asks how much of a difference are we between the city for the different levels of the Fire Department verses what the Township is going to do. Mrs. Mayberry can't remember the difference. Chief Durkee says the Township gave a dollar an hour increases for a year of service. We do come in a little higher. Mr. Rouse says the rate on ours to bring folks in is higher than what the Township is. Mrs. Mayberry asks if it effects the moral in anyway. Chief Durkee says hat is a hard thing to take the temperature of. Mrs. Mayberry just wanted to know if they were having any problems with people coming in when they're scheduled. Chief Durkee says they have been struggling to staff but that is across the board for all Fire Departments. Mrs. Mayberry says on this 2% we are talking about here, where does that put us? Does that put us further ahead, or are they?

(Lawrence Township) giving another increase? Chief Durkee says he hasn't really talked to them about what the Township is going to do. Mrs. Mayberry recalls last year they gave a raise which surprised us because we couldn't compete with that.

A motion was made to have a Finance Committee Meeting on November 5, 2019 at 6:30 p.m. to discuss the legislation for the non-bargaining salaries by Scott Svab

Second by Dan Bucher, Jr.

All Council Members voted yes. Motion approved.

A motion was made to approve the September Financials by Danny Losch

Second by Scott Svab

All Council Members voted yes. Motion approved.

City Manager – Mr. Cozy says the Canal Days Committee gave the City a check for \$2,700.00 to cover half the boarding fees for the horses at Nick and Jack Farms. Mr. Cozy has been in contact with our insurance provider we will have checks coming to offset the cost of the damaged fence on the west side water tank. Two storms, two events where trees fell on the fence.

The boat went into the dry dock today. We will inspect for damage; it has been reported that the boat has been leaking. Part of it could be rain or it could be a slow leak. We will assess and then report back to the City. Mr. Murphy says a couple thousand dollars in materials will cover it.

This winter Stark Parks plans on draining the canal this winter. The City will assist them with clearing the debris from the canal bed. Mrs. Donaldson asks what we do with that? Mr. Cozy says we have places we can take it. Stark Parks will do all the work we just assist with trucking. Mrs. Donaldson says this is a great idea. Mr. Bucher says that we are going to notify every that we are doing this so that we can all

CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019

get our banks cleaned up. Mrs. Donaldson asks when are they supposed to do this? Mr. Cozy responds, this winter.

Mr. Cozy has received feedback from the Clean Ohio Fund. The Forest Reserve Application, if you drive out Lafayette the wooded area on both sides of the road is going to go under a conservation easement. We voted to approve a conservation easement for that land so it can never be developed on. The downside is the parking lot that we applied for did not get funded. Stark Parks would go in halves with us to buy it. Mr. Cozy asked who would own it and he was told that it wouldn't matter. We can discuss that further. We did get the appraisal back at \$14,500. The owner wanted \$40,000 which we aren't going to pay that. Mrs. Mayberry says she wishes Stark Parks would go halves with us to get the lock repaired. She is surprised they would go halves with us on a parking lot but it's a struggle to get the lock repaired. Mr. Cozy says they will do that but how much money do you want to spend. Mr. Cozy says if we pay half, they will probably do it. Mrs. Donaldson asks if we have ever had an estimate on it? Mrs. Mayberry says at one time it was \$15,000.00. Mr. Cozy says he doesn't know. Mr. Cozy adds we can get a grant from the OECA to do that too. Mr. Minks says that in 2005 it was \$260,000.00 to fix the lock. Mr. Cozy says the issue with the lock is that you have to guarantee water in the canal.

YMCA memberships will begin to be sold at the Canal Fulton Rotary room tomorrow from 2:00 p.m. – 6:00 p.m.

Mayor – The YMCA will have a ribbon cutting ceremony December 21st. We did the appraisal on the lot for the old feed mill. Mayor Schultz attended the leadership Stark County bus tour last Thursday. They have 35 business leaders who tour different places in Stark County. Every year they come through Canal Fulton. Mayor Schultz gets on the bus at Lyons Den Course. Then take a tour down through the City of Canal Fulton. We went down through the YMCA parking lot and then drove pass the schools.

Working on finalizing the plans for the 12 Days of Christmas. Working on getting closer to being able to promote that. People will be seeing this flyer in a smaller form around town. It will have all of the different events we are putting on around Christmas on the Canal.

Mayor Schultz says that Mr. Berry is here. We want to make sure he has access to his property. We put up signs and we have had contact with Mr. Buck. Mayor Schultz asks if we need any sort of Record of Proceedings where we say that your property access won't be denied back there. That is what Mr. Berry is looking for. Mayor Schultz asks Mr. Fellmeth if we should do a voice motion about that. Mr. Fellmeth says that is mostly owned by Stark Parks. Mr. Cozy says Stark Parks allows us to manage it. Mr. Fellmeth says, yes if they let us manage it. Mayor Schultz asks if anyone would make the motion. Mrs. Mayberry says wasn't there going to be something reviewed between last meeting and this meeting about this whole situation. Mayor Schultz says that has already happened. Mrs. Mayberry says whatever we are making the motion on is okay. Mr. Berry says things are better but we still have some issues. Now that we have decided where the parking is going to be Dan Buck has decided to store his vehicles there. Mr. Berry says that Mr. Swartz said they have to be licensed vehicles, so now he is putting dealer plates on them. However, he is still leaving me a right of way. Mrs. Mayberry asks Mr. Berry if he is settling for what is happening. Mr. Berry says he doesn't want to but legally he can't do anything about it. Mr. Svab asks if there are signs posted now about a tow away zone. Mr. Berry doesn't know if the signs are up yet. Chief Swartz emailed Mark today. If we want to stay uniform throughout the City, if it is our access point, we can put no parking. Chief Swartz says he thinks we need to be a little more specific. Mr. Cozy says when the Planning Commission convened, they said the deck can go up as long as the owners all had access. There is an access way for Mr. Berry to get in there but there are cars on both sides. Mr. Berry says the thing that is weird is that he is still storing cars and taking away 3 to 4 parking spaces that we use down there. Mrs. Mayberry asks if other people are allowed to park there? Mr. Berry says that they could've. Mrs. Mayberry adds but they can't now. Parking is being limited. Mr. Svab says that is public parking. Mr. Berry says that parking is not great down there anyways and we try to keep all of our employees off the street so that customers can come in and do their business. Not just for our restaurant but for other places. Mr. Berry says the only other issue that they have had is the issue with the patio furniture. Mr. Berry adds that he has talked to Mark about and he is going to be able to resolve it.

Mayor Schultz says that the voice motion would be to acknowledge that the planning commission did vote at one time to approve that deck with the condition that Mr. Berry had access to his property.

Mr. Svab starts a motion but is interrupted. Mr. Cozy asks Mr. Berry what the width is under the deck. Mr. Berry says it is probably about eight or nine feet. Mr. Bucher asks what force and effect does this motion have? Does this give the Police the ability to enforce the right of way? What is the purpose? Mr. Cozy says that they want to have the ability to say that City Council says that they want the stuff out of the right of way. Mr. Bucher says that they shouldn't need a motion to be able to tell them that. You can't put your stuff in a right of way. It is common knowledge. Mr. Cozy says we are playing referee here. He wants everyone on the same page. Mrs. Mayberry asks if there is anything in our code that gives us any teeth on the situation at all? Mr. Cozy says he personally doesn't need the voice motion as long as council is okay with this. Mr. Bucher and Mrs. Mayberry agree. Chief Swartz says we need to try to

**CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019**

solve the issue if a regular person comes in there, we should fix it. Post signs so that a person knows what everything is. Mr. Cozy says we need a sign that says do not block driveway.

Mayor Schultz recalls over the weekend he saw a video of a speech that Sue gave and made accusations that over the last 9.5 years rules have not been followed. That we have been breaking the rules. Mrs. Mayberry asks if that is what she said, that they were breaking the rules?

Mayor Schultz replies, yes.

Mrs. Mayberry says, okay.

Mayor Schultz asks Mrs. Mayberry if she has any specific examples that she wanted to share that the Law Director could...

Mrs. Mayberry says she would actually like to revisit that because she wasn't being really specific.

Mayor Schultz tells Mrs. Mayberry that she said over the last 9.5 years rules have not been followed.

Mrs. Mayberry says, okay.

Mayor Schultz asks her if she wants to give specific examples.

Mrs. Mayberry responds, oh gosh where do I start.

Mayor Schultz says that is what he is asking.

Mrs. Mayberry says she is not going to speak on it here but she will gladly go back and do her research and come back and account for that comment. Gladly.

Mayor Schultz asks if she has anything at this time.

Mrs. Mayberry says, no.

Mr. Colaianni interrupts, this is not the time for campaigning.

Mayor Schultz says no it is not.

Parks & Recreation Board- Mr. Minks says the lights are on and up front where they had the dirt pile is leveled out and they will probably put grass in before the end of the week.

Mayor Schultz says the contractor needs one more half day of good weather.

Mrs. Mayberry says she meant to make a copy to pass around. She took a photo of the door that got put in the Senior Center that we paid \$3,500.00. She asks if Mayor Schultz has seen the interior finish. It is like dry wall peeled back with the metal frame. The exterior down at the bottom, there is a big concrete chunk taken out of the frame work of the door. It was put in and not even finished. We paid \$3,500.00 for that door and it is an atrocity. Mrs. Donaldson says that they said they had a problem with the lock on it too. Mayor Schultz says this is the first time he is hearing it. Mrs. Mayberry says she knows who installed that door and that is not his workmanship. Mrs. Donaldson adds that they have to lock it from the inside and go out the front door. Mrs. Mayberry says it is embarrassing how it was finished. Mayor Schultz says he got another quote on that and it was much higher. Mrs. Mayberry says this is just finish work and that she could have done a better job.

Mayor Schultz says when he was there the other day, they had a member fall. She was on her walker when she was coming into the building. Gary is going to go out and try to fill in the rut. Her walker got caught on the wheel where there is a dip. Mrs. Donaldson reports that she is okay. Mrs. Mayberry concludes that the door needs fixed.

Law Director- Mr. Fellmeth says the necessary documentation is prepared so we can pursue the reimbursement for the grant from the Ohio Department of Natural Resources. He has delivered paperwork to Mr. Rouse.

Mr. Bucher asks if there is anything new on the Fechko? Mr. Fellmeth responds, the Community Development thing, we don't qualify to do that. Mr. Bucher says no the court case. Mayor Schultz says yes there was a lawsuit filed against us. The date is April 21, 2020. That is when the next pretrial is. Mr. Fellmeth doesn't think anything is going to come out of it.

THIRD READINGS

Ordinance 29-19: An Ordinance Amending Ordinance 45-18, and Providing for the Changes to Previously Authorized Appropriations. (reallocate appropriations- no overall change in budget)

A motion was made to approve Ordinance 29-19 by Dan Bucher, Jr.

Second by Bonnie Donaldson

**CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019**

All Council Members voted yes. Motion approved.

SECOND READINGS

Ordinance 30-19: An Ordinance Amending Section 141.24 of the Canal Fulton Administrative Code and Repealing Any Ordinances in Conflict Therewith

FIRST READINGS

Ordinance 31-19: An Ordinance Adopting the Canal Fulton, Ohio Records Retention Policy and Repealing Any Ordinance in Conflict Therewith

Ordinance 32-19: An Ordinance Enacting and Adopting a Supplement to the Code of Ordinances for Canal Fulton, Ohio

Resolution 11-19: A Resolution Establishing the Budget for the City of Canal Fulton, County of Stark, Ohio, for the Fiscal Year Ending December 31, 2020

Ordinance 33-19: An Ordinance to Authorize Appropriations for the Current Expenses and Other Expenditures of the City of Canal Fulton, County of Stark, Ohio, for the Fiscal Year Ending December 31, 2020

Ordinance 34-19: An Ordinance Amending Ordinance 45-18, and Providing for Changes to Previously Authorized Appropriations (\$645,000 to repay general fund and emergency reserve fund advances)

Resolution 12-19: A Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

A motion was made to suspend the rules on Resolution 12-19 by Scott Svab

Second by Dan Bucher, Jr.

All Council Members voted yes. Motion approved.

A motion was made to approve Resolution 12-19 by Scott Svab

Second by Dan Bucher, Jr.

All Council Members voted yes. Motion approved.

Ordinance 35-19: An Ordinance Providing for the Distribution of Water Revenues and Repealing any Ordinances in Conflict Therewith

Ordinance 36-19: An Ordinance Providing for the Distribution of Sewer Revenues, and Repealing any Ordinances in Conflict Therewith

P.O.s

P.O. RG012360 to Melway Paving Co. INC. in the amount of \$8,500.00 for 2019 Chip & Seal

A motion was made to approve P.O. RG012360 by Scott Svab

Second by Sue Mayberry

All Council Members voted yes. Motion approved.

BILLS- September Bill \$639,506.21

A motion was made to approve September bills by Scott Svab

Second by Dan Bucher, Jr.

All Council Members voted yes. Motion approved.

OLD/NEW/OTHER BUSINESS

REPORT OF PRESIDENT PRO TEMPORE

REPORT OF SPECIAL COMMITTEES

CITIZENS COMMENTS – Open Discussion (Five Minute Rule)

**CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019**

Franny Buell

Resident

We have 3.5 weeks left before this election. Mrs. Buell says she would like the opportunity to be educated by candidates who are running for Mayor. Mrs. Buell says she knows both our Christians and she is asking for this election to be kept so they are representing their faith and beliefs to the highest degree. She says lets avoid the negative comments that are happening already on Facebook. She loves this little town and is asking for us to continue to love it during this election season. Mrs. Buell says last time got so ugly. Mrs. Buell says that is her only request.

Everybody rise to level that you profess in your personal life. Keep it that way in your professional life.

Mrs. Mayberry says she has done that for the last 9.5 years and she will continue to do that.

Mrs. Buell responds, okay.

Mrs. Mayberry adds, if she has to defend herself and speak the truth if it upsets somebody so be it. The truth needs to be spoken.

Mrs. Buell agrees that the truth needs to be spoken. She says lets do it in a way that is kind and respectful. Truth can be spoken with love and it can also be spoken with harshness. She is asking for respect. People come into her shop and are saddened by the behavior that they are seeing.

Mrs. Mayberry asks what in particular can you say personally that she has done.

Mrs. Buell says she is not accusing her of anything.

Mrs. Mayberry says she would like to know. She would like to know if she has said anything. Mrs. Mayberry says, believe me I am very careful.

Mrs. Buell says, thank you and please continue to do that.

Mrs. Mayberry says she will continue to be careful.

Mrs. Buell says also to the people that are backing you ask them to speak in the same way.

Mrs. Mayberry questions, okay?

Mrs. Buell says to Mrs. Mayberry that she is not speaking directly to her. She did list both names. She is just asking us to rise to that level. Mrs. Buell says it may be her representatives that are not.

Mrs. Mayberry says her reputation is extremely important to her.

Mrs. Buell says she believes that and thank you.

Mayor Schultz says he is not on Facebook.

Mrs. Buell responds, the comments are attacking each other. She gets texts from customers asking if she saw what happened but she is not even on Voice of Canal Fulton. She just wants stability, kindness and respect.

Mrs. Donaldson interrupts and says maybe no yelling when we have meet the candidate night.

Mr. Colaianne says that she was not yelling.

Mrs. Donaldson responds, excuse me? Yes, she was.

Mr. Colaianne says no she was not he was there.

Mrs. Donaldson says she was right behind her husband.

Mr. Colaianne says no she was not yelling.

Mr. Whittington asks if we have any other citizens comments.

Mr. Colaianne says in the House Budget Bill that passed. Someone inserted a provision that would allow a certain territory inside a township to vote to become apart of another school district that is contiguous.

Mrs. Donaldson asks if they would have to approve it.

Mr. Colaianne says no, the only people that would vote on it are those in that allotment. The problem is that it would have an adverse effect on the school district. In other words, other school districts would be forced to take on the students and we lose the revenue. It potentially effects the City. If we don't have the revenue, we can't keep the staff which effects the income tax. Neither board has a say so.

CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019

Charles Mashburn

808 Denshire Drive

Commenting on the buildings downtown that are rotting. Two buildings to note that are examples.

112 Canal Street North the entire building. The wooden overhang is bowed and rotting away. Part of it is pulling away from the building into the side walk. The awning that is on there is ripped, tattered and blowing in the wind. Half of it is gone. There is a broken board sitting there under the base where the front door is.

Another of interest is 143 Canal Street North. There is rotten wood all around the door frame with spaces. Some of them are five-inch sections that have rotted away. Hornets are in the upper corner of the building. There is also a broken window with a six-inch hole that they go in and out of all day. The back of that building has a second story plywood door with a worn-out six-inch space under it. Below that is another door with a five-inch hole in the bottom of that.

Mr. Mashburn asks, what are we going to do about some of these buildings?

Mr. Cozy says, the second one got a letter. Mr. Cozy asks about the first one?

Mr. Mashburn says the first one is the building next to Oser's. 112 is one of the addresses to the whole building. Its so bad that it is embarrassing. Mr. Mashburn continues, we want to bring people to the City. It looks like Scooby Doo Ghost Town. Mr. Mashburn says whether it is forcing someone to take pride in the buildings and cleaning it up a little. We need to codes that are specifically stated in the Historic District to be enforced. The deterioration of exterior walls and vertical supports, the deterioration of roofs or horizontal members, the deterioration of exterior chimneys, the deterioration or crumbling of exterior plastic, the ineffective waterproofing of exterior walls, roofs and foundations. It is in the code. For years this has been going on. Mr. Mashburn says obviously a letter was sent to the one but what about the other address.

Mr. Cozy says the first step is if you notice something you notify the Zoning office and the inspector will go out to inspect. It starts the administrative process. For this, we can physically force someone to do anything to their building. We have to take them to court. Mr. Mashburn says it is in our code so take them to court and make them pay. Mr. Cozy says the judge will give them so many days to fix the building. If they don't, we send them another letter. We had this happen before where we actually got a bench warrant and brought someone in. He eventually sold it and the new owner tore the floor out and started renovating it and then sold it. We are trying to work with the new owner. They spent \$80,000.00 for the building two years ago and hasn't done anything with it. Mr. Mashburn says we have 1800s buildings that you can't replace you have to fix them now or force them to do it. Otherwise, we will lose the buildings.

Mr. Whittington says this can also be addressed at the meeting on November 19th about what we can do and what grants we can get for Historical Downtown. Mr. Whittington asks if we can get the grants and give the business owners the money to improve these buildings? Mr. Fellmeth says you are not going to get grants for private buildings.

Mrs. Buell says she went inside the building that used to be the hamburger place because she wanted to put a donut window there for walking around donuts. She says it would've cost \$30,000.00 to get the inside cleaned up. It is destroyed. This is just an indication of what is inside.

Mr. Whittington suggests a special meeting with City Council and the Historical Society.

Mrs. Mayberry says the outside you can make beautiful but if the inside is rotted, it all has to be apart of it. Mr. Whittington says we have to do something.

Mr. Whittington says we need to get all the groups together. Mr. Bucher suggests a special meeting on a non-Council or HPC night.

Mr. Rouse says something that might be helpful to that end would be to find a City that has a thriving downtown an old historic downtown. Figure out what programs they have been doing to facilitate it. Until we have seen someone who has done it and done it well it is hard to know where to go. Mr. Cozy says the city of Wooster would be a good example. Mayor Schultz says the DragonFly used a program called Fix It Now for Stark County. They were offering a 50% discount on your interest rate.

ADJOURNMENT

Meeting adjourned at 8:44 p.m.

Meeting Minutes prepared by: Alyssa Bettis

**CITY OF CANAL FULTON
CITY COUNCIL MEETING MINUTES
OCTOBER 15, 2019**

Meeting Minutes approved by: Mayor Joseph A. Schultz

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No.

30-19

Passed

, 20

AN ORDINANCE AMENDING SECTION 141.24 OF THE CANAL FULTON ADMINISTRATIVE CODE, AND REPEALING ANY ORDINANCES IN CONFLICT THEREWITH.

WHEREAS, the Canal Fulton City Council wishes to amend the City's employee bonding requirements, and

WHEREAS, Section 141.24 of the Administrative Code addresses employee bonds, and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL FULTON, STATE OF OHIO, THAT:

Section 1: Chapter 141.24 of the Administrative Code is amended as follows:

141.24 BONDS

(a) The minimum requirements for employee surety bonds are the following:

- (1) Director of Finance: \$25,000.00
- (2) Tax Administrator: \$25,000.00
- (3) Utility Billing Clerk: \$25,000.00

(b) Beyond the minimum requirements noted in section (a), the Director of Finance is authorized to establish additional surety bonds in amounts and for officials as needed to conduct the routine business of the City.

Section 3: All other ordinances inconsistent herewith are repealed.

ATTEST:

Joseph A. Schultz, Mayor

Alyssa Bettis, Clerk of Council

I, Alyssa Bettis, Clerk-of-Council of the City of Canal Fulton, Ohio, do hereby certify that this is a true and correct copy of Ordinance _____, 19, duly adopted by the Council of the City of Canal Fulton, on the date of _____, 2019, and that publication of the foregoing Ordinance was duly made by listing same on the City's website and by posting true and correct copies thereof at three of the most public places in said corporation as determined by Council as follows: Canal Fulton Post Office, Canal Fulton Public Library and Canal Fulton City Hall, each for a period of fifteen days, commencing on the _____ day of _____, 2019.

Alyssa Bettis, Clerk of Council

RECORD OF ORDINANCES

BEAR GRAPHICS 800-321-3034 FORM NO. 30043

Ordinance No.

31-19

Passed

, 20

AN ORDINANCE ADOPTING THE CANAL FULTON, OHIO RECORDS RETENSION POLICY AND REPEALING ANY ORDINANCE IN CONFLICT THEREWITH.

WHEREAS, The City of Canal Fulton maintains a Records Retention Policy for the management of Records, and

WHEREAS, the Records Retention Policy has been presented and is shown as Exhibit "A" attached hereto.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL FULTON OHIO THAT:

1. The City adopts the Records Retention Policy as presented as Exhibit "A" attached hereto and incorporated by reference herein and repealing any Ordinance in conflict therewith.
2. That Council finds and determines that all formal actions relative to the passage of this Ordinance were taken in an open meeting and that all deliberations of Council which resulted in the passage of this Ordinance were taken in meetings open to the public, in full compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Joseph A. Schultz, Mayor

ATTEST:

Alyssa Bettis, Clerk-of-Council

I, Alyssa Bettis, Clerk-of-Council of the City of Canal Fulton, Ohio, do hereby certify that this is a true and correct copy of Ordinance ____ 2019, duly adopted by the Council of the City of Canal Fulton, on the date of _____, 2019, and that publication of the foregoing Ordinance was duly made by listing same on the city's web site and by posting true and correct copies thereof at three of the most public places in said corporation as determined by Council as follows: Canal Fulton Post Office, Canal Fulton Public Library and Canal Fulton City Hall each for a period of fifteen days, commencing on the _____ day of _____, 2019.

Alyssa Bettis, Clerk-of-Council

SEF/bp

Records Retention Schedule

Administrative (General)

Schedule Number	Record Title and Description	Retention Period	Media Type
1000	<u>ACCIDENT REPORTS/FILES</u>		ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
	EMPLOYEE INJURY REPORT	PLACE IN PERSONNEL FILE	
	BODILY INJURY TO NON-EMPLOYEE	6 YRS, PROVIDED AUDITED	
	DAMAGE TO MUNICIPLE VEHICLE OR PROPERTY	6 YRS, PROVIDED AUDITED	
1001	ACTIVITY REPORTS – ALL TYPES	2 YRS	
1003	AGENDAS	6 YRS	
1004	ANNUAL DEPARTMENTAL REPORT	PERMANENT – AT 50 YRS APPRAISE FOR HISTORICAL VALUE	
1005	ANNUAL MUNICIPAL REPORT	PERMANENT – AT 50 YRS APPRAISE FOR HISTORICAL VALUE	
1006	ATTENDANCE REPORTS/RECORDS	3 YRS	
1007	AUDIOVISUAL, PR & TRAINING MATERIALS	UNTIL INFORMATION IS SUPERSEDED, OBSOLETE OR REPLACED, THEN APPRAISE FOR HISTORICAL VALUE	
1008	BADGES & ID'S	TURN IN UPON TERMINATION	
1009	BLANK FORMS	UNTIL OBSOLETE OR SUPERSEDED	
1010	BLUEPRINTS/VELLUMS	UNTIL UPDATED, SUPERSEDED OR OBSOLETE, THEN APPRAISE FOR HISTORICAL VALUE	
1011	BULLETINS, POSTERS AND NOTICES TO EMPLOYEES	UNTIL NO LONGER ADMINISTRATIVELY NECESSARY	

1012	CITY MANAGER'S/MAYOR'S JOURNAL	PERMANENT	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
1013	COMPLIANCE REPORTS – ALL TYPES	5 YRS	
1014	CONTINUING EDUCATION CERTIFICATIONS / CLASS / SEMINAR / TRAINING ATTENDANCE RECORDS	PLACE IN PERSONNEL FILE	
1015	CONTRACTS AND AGREEMENTS	15 YRS AFTER EXPIRATION OR TERMINATION	
1016	COPIES – ALL MEDIA OFFICIAL FILE COPY READING / INFORMATION / REFERENCE COPY CASUAL COPIES	UNTIL NO LONGER ADMINISTRATIVELY NECESSARY	
1017	<u>CORRESPONDENCE</u> ROUTINE FORM LETTER GENERAL WITH LEGISLATIVE BRANCH EXECUTIVE	1 YR 2 YRS 3 YRS	
1018	EQUIPMENT INVENTORIES	5 YRS	
1019	EQUIPMENT RECORDS – PERSONAL USE ITEMS	UNTIL EQUIPMENT RETURNED BY EMPLOYEE	
1020	EXECUTIVE ORDERS	UNTIL SUPERSEDED, OBSOLETE OR REPLACED; THEN APPRAISE FOR HISTORICAL VALUE	
1021	FACSIMILE (fax) LOGS MESSAGES	1 YR TREAT AS CORRESPONDENCE	
1022	GENERAL ORDERS, DIRECTIVES, POLICIES, RULES, REGULATIONS OR PROCEDURES.	UNTIL SUPERSEDED, RETAIN ONE COPY UNTIL AUDITED	
1023	GRANT FILES / RECORDS – FEDERAL / STATE	5 YRS PROVIDED AUDITED AND DISPUTES RESOLVED	
1024	<u>LEASES</u> EQUIPMENT	2 YRS AFTER EXPIRATION	
	REAL ESTATE	5 YRS AFTER EXPIRATION	
1025	LICENSES, PERMITS, CERTIFICATIONS	1 YR AFTER EXPIRATION	

1026	<p><u>MAIL</u> UNSOLICITED MAIL (ANONYMOUS/SLANDEROUS LETTERS, GROUNDLESS COMPLAINTS, SALES MATERIALS, TRANSITORY MESSAGES, INFORMATIONAL BROCHURES, ETC.)</p> <p>POSTAL RECORDS (REGISTERED / CERTIFIED / INSURED LOGS OR RECEIPTS / POSTAL METER DOCUMENTS)</p> <p>ELECTRONIC MAIL</p>	<p>UNTIL NO LONGER ADMINSTRATIVELY NECESSARY</p> <p>2 YRS</p> <p>RETAIN ACCORDING TO CONTENT. SEE CORRESPONDENCE</p>	<p>ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS</p>
1027	MAILING LISTS	UNTIL UPDATED, SUPERSEDED OR OBSOLETE	
1028	MANUALS, HANDBOOKS AND DIRECTIVES	UNTIL SUPERSEDED, OBSOLETE, OR REPLACED. RETAIN ONE FILE COPY 5 YRS	
1029	MATERIAL SAFETY SHEETS	UNTIL SUPERSEDED	
1030	MEETING NOTICES	1 YR	
1031	<p><u>MINUTES OF MEETINGS</u> APPROVED HARDCOPY</p> <p>AUDIO AND VIDEO RECORDINGS OF MINUTES</p> <p>DRAFTS / NOTES</p>	<p>PERMANENT</p> <p>1 YR PROVIDED INFORMATION CONCERNING THE MEETING IS SUBSTANTIALY TRANSCRIBED TO HARDCOPY</p> <p>UNTIL HARDCOPY OF MINUTES APPROVED</p>	
1032	MUNICIPAL PUBLICATIONS	UNTIL SUPERSEDED OR OBSOLETE, RETAIN ONE COPY	
1033	OATHS OF OFFICE FOR ELECTED OFFICIALS	10 YRS AFTER LEAVING OFFICE	
1034	PHOTO FILE (PRINTS, SLIDES, NEGATIVES AND RELATED PHOTOGRAPHIC ITEMS	UNTIL INFORMATION IS NO LONGER CURRENT, THEN APPRAISE FOR HISTORICAL VALUE	

1035	PRESS / NEWS RELEASES	3 YRS	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
1036	RECORDS RETENTION DOCUMENTS	25 YRS	
1037	REFERENCE / LIBRARY MATERIALS	UNTIL SUPERSEDED, OBSOLETE OR REPLACED	
1038	REQUISITIONS	3 YRS	
1039	ROSTERS / DIRECTORIES	1 YR AFTER BEING SUPERSEDED OR OBSOLETE	
1040	SPEECHES / PRESENTATIONS	3 YRS	
1041	STATISTICAL REPORTS MONTHLY/QUARTERLY	UNTIL INCORPORATED INTO YEARLY COMPILATION	
1042	ANNUAL CONSULTANT PRODUCED	5 YRS 5 YRS	
	TELEPHONE MESSAGES/RECORDS		
	CHARGES/BILLS/CALL DETAIL RECORDS DOCUMENTATION MESSAGES	2 YRS PROVIDED AUDITED LIFE OF SYSTEM UNTIL NO LONGER ADMINISTRATIVELY NECESSARY	
	SERVICE RECORDS SYSTEM EQUIPMENT INVENTORY	2 YRS CONTINUALLY UPDATED, RETAIN SUPERSEDED DATA 1 YR	
1043	UNIFORM RECORD	3 YRS, PROVIDED AUDITED	
1044	VEHICLE MAINTENANCE RECORDS	UNTIL VEHICLE SOLD	
1045	VEHICLE MILEAGE RECORD	UNTIL VEHICLE SOLD	
1046	VISITORS LOG OR SIGN IN SHEETS	1 YR	
1047	WARRANTIES	2 YRS AFTER EXPIRATION	
1048	WORK ORDERS	2 YRS	
1049	WORK SCHEDULES	1 YR AFTER SCHEDULE CHANGED	

Finance

Schedule Number	Record Title and Description	Retention Period	Media Type
2000	SUCCESSFUL BIDS	15 YRS AFTER COMPLETION OF PROJECT	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
2001	ACCEPTANCE OF UTILITY RATE ORDINANCE NOTICES	PERMANENT	
2002	ACCOUNTS LEDGERS	5 YRS AFTER LAST ENTRY, PROVIDED AUDITED	
2003	ANNUAL MUNICIPLE FINANCIAL REPORT	PERMANENT	
2004	ACCOUNTS PAYABLE RECORD	3 YRS, PROVIDED AUDITED	
2005	ACCOUNTS RECEIVABLE LEDGER, GENERAL	3 YRS, PROVIDED AUDITED	
2006	ACCOUNTS RECEIVABLE LEDGER, INCOME TAX	6 YRS	
2007	ANNUAL APPROPRIATION ORDINANCES (COPIES)	5 YRS	
2008	ANNUAL CERTIFICATE OF ESTIMATED RESOURCES	7 YRS	
2009	ANNUAL REPORT TO AUDITOR OF STATE	5 YRS	
2010	APPROPRIATION LEDGER	5 YRS, PROVIDED AUDITED	
2011	ASSESSMENT RECORD	UNTIL PAID AND AUDITED	
2012	AUDIT REPORTS-INTERNAL FEDERAL/AUDITOR OF STATE	5 YRS	
2013	BAD CHECK OR DEBIT RECORDS	2 YRS AFTER PAYMENT OR SETTLEMENT	
2014	BALANCE SHEETS	3 YEARS	
2015	BANK DEPOSIT RECORDS (RECEIPTS, RECONCILIATION, SLIPS, STATEMENTS, ETC.)	3 YRS, PROVIDED AUDITED	
2016	BID BONDS SUCCESSFUL BIDDER	RETAIN UNTIL ACCEPTANCE OF PROJ. PERFORMANCE BOND	

2017	BIDS – UNSUCCESSFUL	2 YRS AFTER CONTRACT ENDS	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
2018	BLOCK GRANT DOCUMENTATION	5 YRS	
2019	BOND REGISTER	PERMANENT	
2020	CANCELLED CHECKS	3 YRS, PROVIDED AUDITED	
2021	CANCELLED WARRENTS	3 YRS, PROVIDED AUDITED	
2022	CAPITAL IMPROVEMENTS BOND	UNTIL PAID OFF AND AUDITED, APPRAISE FOR HISTORICAL VALUE	
2023	CASH BOOKS/RECEIPTS	3 YRS	
2024	CASH REGISTER TAPES/RECORDS	2 YRS, PROVIDED AUDITED	
2025	CERTIFICATE OF RESULT OF ELECTION (BOND ISSUES)	UNTIL EXP. OF BOND ISSUE	
2026	CHARGEBACK REPORTS/RECORDS	3 YRS	
2027	CHECKS – VOIDED	UNTIL AUDITED	
2028	CLIENT PAYMENT FILES	3 YRS	
2029	COMPUTER GENERATED FINANCIAL REPORTS MONTHLY, QUARTERLY, SEMIANNUALLY,	UNTIL REPLACED BY NEXT PRINTOUT	
2030	ANNUALLY	5 YRS	
2031	REPORT OF CASH RECEIVED	3 YRS, PROVIDED AUDITED	
2032	DAMAGE CLAIMS	UNTIL SETTLED AND ALL APPEALS EXHAUSTED	
2033	DEPOSIT REFUND REQUESTS	UNTIL DEPOSIT IS REFUNDED AND ACCOUNT AUDITED	
2034	ENCUMBRANCE DOCUMENTS	3 YRS	
2035	ENCUMBRANCE AND EXPENDITURE JOURNAL	7 YRS, PROVIDED AUDITED	
2036	FEDERAL RESERVE SHARING ACCOUNT	7 YRS, PROVIDED AUDITED	
2037	FIXED ASSETS RECORD	10 YRS	

2038	GENERAL LEDGER	25 YRS	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
2039	INDEBTEDNESS STATEMENT	PERMANENT	
2040	INSURANCE POLICIES	2 YRS AFTER EXP., PROVIDED ALL CLAIMS SETTLED	
2041	INTERGOVERNMENTAL TAX RECEIPTS	3 YRS, PROVIDED AUDITED	
2042	INVESTMENT RECORDS	3 YRS, PROVIDED AUDITED	
2043	INVOICES AND SUPPORTING DOCUMENTS	3 YRS	
2044	LICENSES	TERM OF LICENSE PLUS 1 YR	
2045	MONTHLY STATEMENT OF BALANCES	3 YRS, PROVIDED AUDITED	
2046	PAY-IN RECORDS	3 YRS, PROVIDED AUDITED	
2047	PERFORMANCE BOND	AFTER PROJECT SUCCESSFULLY COMPLETED AND ACCEPTED	
2048	PERMITS	3 YRS, PROVIDED AUDITED	
2049	PETTY CASH RECORD	3 YRS, PROVIDED AUDITED	
2050	PREVAILING WAGE RECORDS	3 YRS	
2051	PROPERTY INVENTORIES	3 YRS	
2052	PURCHASE ORDERS	3 YRS	
2053	RECEIPTS AND EXPENDITURES REPORT TO AUDITOR OF STATE	3 YRS	
2054	RETIREMENT SYSTEM PAYMENTS/RECORDS	PERMANENT	
2055	SALES TAX EXEMPTION FORMS	4 YRS	
2056	SETTLEMENT SHEET OR TAX DISTRIBUTION FROM COUNTY AUDITOR	10 YRS	
2057	SOLICITOR'S OR PEDDLER'S PERMIT	1 YR AFTER EXPIRATION	

Payroll

Schedule Number	Record Title and Description	Retention Period	Media Type
3000	COURT ORDERS FOR PAYROLL DEDUCTION	UNTIL EMPLOYEE TERMINATES OR ORDER RESCINDED	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
3001	EMPLOYEE INCOME TAX WITHHOLDING CERTIFICATE (W-4)	KEPT IN EMPLOYEE FILE	
3002	WITHHOLDING PAYMENT RECORD (FED, STATE, LOCAL)	5 YRS, PROVIDED AUDITED	
3003	EMPLOYEE PAY RECORDS	CONTINUALLY UPDATED UNTIL TERMINATION KEPT PERMANENTLY IN PAYROLL REPORTS	
3004	EMPLOYEE WITHHOLDING REQUESTS	UNTIL REPLACED OR REVOKED BY EMPLOYEE	
3005	EMPLOYER QUARTERLY FEDERAL TAX RETURN (941)	4 YRS, PROVIDED AUDITED	
3006	GARNISHMENT ORDERS/CHILD SUPPORT ORDERS	UNTIL EMPLOYEE TERMINATES OR ORDER RESCINDED	
3007	LEAVE BALANCES \ REPORTS BIWEEKLY REPORT OF LEAVE USE AND BALANCES	CONTINUALLY UPDATED IN PAYROLL RECORDS EACH PAY	
3008	NOTIFICATION OF PAY \ PAY STEP INCREASE	UNTIL SUPERSEDED.	
3009	QUARTERLY JFS OBES REPORTS	4 YRS PROVIDED AUDITED	
3010	REPORTS TO RETIREMENT SYSTEMS	50 YRS	
3011	STATE INCOME TAX REPORT	25 YRS	
3012	TAX WITHHOLDING REPORTS	6 YRS, PROVIDED AUDITED	
3013	TIMESHEETS/CARDS	3 YRS	
3014	W-2 FORMS	6 YRS, PROVIDED AUDITED	

3015	WORKSHEETS (PAYROLL \ ATTENDANCE)	1 YR	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
3016	DEDUCTION VOUCHERS	3 YRS	

Personnel

Schedule Number	Record Title and Description	Retention Period	Media Type
4000	APPLICATION FOR <u>EMPLOYMENT</u> PERSON HIRED PERSON NOT HIRED	PLACE IN PERSONNEL FILE DESTROY AFTER 2 YRS	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
4001	COPIES	UNTIL NO LONGER ADMINISTRATIVELY NEEDED	
4002	COMMENDATIONS, PROMOTIONS	PLACE IN PERSONNEL FILE	
4003	EMPLOYEE EXPOSURE TO HAZARDOUS CHEMICALS / BIOLOGICAL HAZARDS OR INFECTIOUS DISEASES REPORT	PLACE IN PERSONNEL FILE	
4004	EMPLOYEE PERFORMANCE EVALUATION	5 YRS	
4005	EMPLOYEE SICK LEAVE AND VACATION BALANCES	CONTINUALLY UPDATED BY FISCAL OFFICE UNTIL EMPLOYEE TERMINATES. BALANCES VERIFIED YEARLY AND RECORDED IN PERSONNEL FILE	
4006	EMPLOYEE TRAINING RECORDS	PLACE IN PERSONNEL FILE	
4007	EMPLOYMENT HISTORY RECORD CARD	PERMANENT, IN LIEU OF PERSONNEL FILE	
4008	GRIEVANCE HEARING RECORDS	1 YR AFTER RESOLVED	
4009	INSURANCE ENROLLMENT RECORD	1 YR AFTER EMPLOYEE LEAVES MUNICIPAL EMPLOYMENT	
4010	JOB/POSITION DESCRIPTIONS	1 YR AFTER SUPERSEDED	
4011	LABOR UNION AGREEMENTS	15 YRS AFTER TERMINATION	
4012	LEAVE REQUESTS – ALL TYPES, SICK, VACATION, OVERTIME	3 YRS PROVIDED BALANCES JOURNALIZED	

4013	LETTER OF APPOINTMENT	PLACE IN PERSONNEL FILE	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
4014	LETTERS OF REFERENCE	2 YRS AFTER HIRED	
4015	LETTER OF RESIGNITION	PLACE IN PERSONNEL FILE	
4016	PERSONNEL ACTIONS	PLACE IN PERSONNEL FILE	
4017	PERSONNEL FILE / RECORDS	PURGE 2 YRS AFTER EMPLOYEE LEAVES MUNICIPAL SERVICE. RETAIN PERMANENT RECORD OF SERVICE TIME, SALARY HISTORY, LEAVES, BALANCES, TAXES PAID, RESIGNITION LETTER, RETIREMENT INFORMATION AND WAIVERS. IN LIEU OF THESE DOCUMENTS, USE A DULY CERTIFIED EMPLOYMENT HISTORY CARD. RETAIN OSHA RELATED RECORDS 20 YRS	
4018	PROMOTION ACTION	PLACE IN PERSONNEL FILE	
4019	RECORD OF DISCIPLINARY ACTION	4 YRS	
4020	REPORTS TO BUREAU OF EMPLOYMENT SERVICES	2 YRS	
4021	UNEMPLOYMENT COMPENSATION CASE FILES	4 YRS AFTER DATE OF FINAL PAYMENT	
4022	WORKER'S COMPENSATION CASE FILES	10 YRS AFTER DATE OF FINAL PAYMENT	

Fire

Schedule Number	Record Title and Description	Retention Period	Media Type
5000	ABOVE AND UNDERGROUND STORAGE TANK RECORDS	10 YRS AFTER TANK IS OUT OF SERVICE OR REMOVED	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
5001	ALARM RESPONSE REPORTS	5 YRS	
5002	ANNEXATION FILES	UNTIL SUPERSEDED	
5003	ARSON REPORTS	50 YRS APPRAISE FOR HISTORIC VALUE	
5004	BURNING COMPLAINT FILE	1 YR	
5005	DAILY ALARM LOG	5 YRS	
5006	DISPATCH SHEETS/LOGS	3 YRS	
5007	DISASTER PLAN	UNTIL SUPERSEDED	
5008	EMERGENCY MEDICAL SERVICES RECORDS	7 YRS	
5009	EPA BURNING VIOLATION RECORD	5 YRS AFTER VIOLATION CORRECTED	
5010	FIRE CODE	UNTIL SUPERSEDED	
5011	FIRE INCIDENT REPORTS	10 YRS	
5012	FIRE INVESTIGATION FILES AND INDEX	50 YRS APPRAISE FOR HISTORICAL VALUE	
5013	FIRE AND LOSS RECORD	PERMANENT	
5014	FIREWORKS APPLICATION AND PERMITS	1 YR AFTER EXPIRATION	
5015	GAS AND OIL DISBURSEMENT RECORD	1 YR, PROVIDED AUDITED	
5016	HYDRANT LOCATION RECORD	PERMANENT	
5017	HYDRANT MAINTENANCE RECORD	2 YRS AFTER TEST DATE	
5018	INSPECTION REPORTS/CARDS – ALL TYPES	3 YRS	
5019	INSURANCE CLAIM FILES	10 YRS AFTER FINAL SETTLEMENT	
5020	MASTER RUN REPORTS	3 YRS	
5021	MUTUAL AID AGREEMENTS	10 YRS AFTER SUPERSEDED	

5022	RADIO/PHONE CALLS AUDIO RECORDINGS	30 DAYS THEN ERASE AND REUSE PROVIDED NO ACTION PENDING	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
5023	STANDPIPE TEST	3 YRS	
5024	STATION HOUSE DAILY LOGS	10 YRS, APPRAISE FOR HISTORICAL VALUE	
5025	VIOLATION NOTICES	1 YR AFTER VIOLATION CORRECTED	
5026	WATER SURVEYS	3 YRS	

Police

Schedule Number	Record Title and Description	Retention Period	Media Type
6000	ACCIDENT REPORTS	2 YRS, PROVIDED NO CASE PENDING	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
6001	ACTIVITY REPORTS	2 YRS	
6002	ADMINISTRATIVE PROJECT FILES	UNTIL NO LONGER OF ADMIN. VALUE	
6003	ANIMAL CONTROL RECORDS	2 YRS	
6004	ANNUAL REPORTS	PERMANENT	
6005	APPLICATION FOR EMPLOYMENT (HIRED)	2 YRS AFTER SEPARATION	
6006	APPLICATION FOR EMPLOYMENT (NOT HIRED)	1 YR	
6007	ARREST CARDS	UNTIL AGE 80 OR DECEASED	
6008	AUDIO CASSETTE FILES	NO LONGER OF ADMIN. VALUE	
6009	BICYCLE LICENSE REGISTER	7 YRS	
6010	BREATHALYZER RECORDS	2 YRS	
6011	BUSINESS SECURITY RECORDS	UNTIL SUPERSEDED; REVIEW ANNUALLY	
6012	CIVIL TEMPORARY PROTECTION ORDERS	UNTIL ORDER EXPIRES	
6013	CRIMINAL CASE FILES	20 YRS; PROVIDING NO PENDING ACTION	
6014	CRUISER LOG SHEETS	2 YRS	
6015	EEOC COMPLIANCE FILES (HIRING, DISCIPLINE, COMMENDATIONS, PROMOTIONS)	3 YRS	
6016	EMPLOYEE LABOR CONTRACTS	6 YRS AFTER EXPIRATION	
6017	EMPLOYEE MEDICAL RECORDS	2 YRS AFTER SEPARATION	
6018	EMPLOYEE PERFORMANCE EVALUATIONS	2 YRS AFTER SEPARATION	

6019	EMPLOYEE PERSONNEL ACTIONS	UNTIL NO LONGER OF ADMIN. VALUE	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
6020	FBI REPORTS	3 YRS	
6021	FIELD INTERROGATION CARDS	6 YRS	
6022	FINGERPRINTS	UNTIL 80 OR DECEASED	
6023	FIREARM RECORDS	3 YRS	
6024	GENERAL CORRESPONDENCE	UNTIL NO LONGER OF ADMIN. VALUE	
6025	INCIDENT LOG	7 YRS	
6026	JAIL REGISTER	PERMANENT	
6027	JUNK VEHICLE RECORDS	2 YRS AFTER SALE OR OTHER DISPOSITION	
6028	JUVENILE ARREST RECORDS	UNTIL AGE 18	
6029	MASTER NAME IDEX	PERMANENT	
6030	MISSING PERSONS REPORT	20 YRS OR UNTIL FOUND	
6031	MONTHLY REPORTS	UNTIL INCORPORATED INTO ANNUAL REPORT	
6032	MUTUAL AID REQUESTS	2 YRS, PROVIDED NO PENDING ACTION	
6033	OFFENSE REPORTS, FELONIES	20 YRS, PROVIDED NO PENDING ACTION	
6034	OFFENSE REPORTS, MISDEMEANORS	3 YRS, PROVIDED NO PENDING ACTION	
6035	PERSONNEL RECORDS	PERMANENT	
6036	PROPERTY RECORDS	2 YRS AFTER DISPOSITION OF PROPERTY	
6037	PUBLIC RECORDS COMPLIANCE FILE	PERMANENT	
6038	RADIO AND TELEPHONE LOG	2 YRS	
6039	REQUEST FOR LEAVE	2 YRS, PROVIDED AUDITED	
6040	RULES & REGULATIONS	UNTIL SUPERSEDED	
6041	SERVICE CONTRACTS	2 YRS AFTER EXPIRATION	
6042	STATE & FEDERAL GRANTS	4 YRS AFTER EXPIRATION OF GRANT	

6043	SUBPOENAS, SUMMONSES, WARRENTS	UNTIL SERVED	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
6044	TELEPHONE MESSAGES/EMAILS	UNTIL NO LONGER OF ADMIN. USE	
6045	TRAFFIC CITATIONS	3 YRS	
6046	UNSOLICITED MAIL	UNTIL NO LONGER OF ADMIN. VALUE	
6047	VACATION HOUSE CHECKS	30 DAYS AFTER OWNER'S RETURN	
6048	VIDEO TAPES	UNTIL NO LONGER OF ADMIN. VALUE	

Streets

Schedule Number	Record Title and Description	Retention Period	Media Type
7000	BLUEPRINTS, MAPS AND PLANS	LIFE OF INFRASTRUCTURE THEN APPRAISE FOR HISTORICAL VALUE	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
7001	HAUL TICKETS	2 YRS, PROVIDED AUDITED	
7002	PESTICIDE APPLICATION RECORDS	5 YRS	
7003	PROPOSALS FOR STREET IMPROVEMENT	UNTIL APPROVED OR PROPOSAL REJECTED	

Zoning

Schedule Number	Record Title and Description	Retention Period	Media Type
8000	ANNEXATION CASE FILES	PERMANENT	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
8001	ANNEXATION RECORD	PERMANENT	
8002	APPEALS ON INTERPRETATION OF CODE	PERMANENT	
8003	AREA COMMISSION FILES	25 YRS	
8004	BOARD OF ZONING ADJUSTMENTS CASE FILES	10 YRS	
8005	BOARD OF ZONING ADJUSTMENTS JOURNAL	PERMANENT	
8006	BUILDING APPLICATIONS	UNTIL OCCUPANCY PERMIT ISSUED	
8007	BUILDING CARDS	PERMANENT	
8008	BUILDING FOLDERS	REVIEW AT 5 YRS	
8009	BUILDING INSPECTION REPORTS	5 YRS	
8010	BUILDING PERMIT RECORD	PERMANENT	
8011	<u>BUILDING PLANS</u> RESIDENTIAL COMMERCIAL MUNICIPAL OWNED	3 YRS 5 YRS LIFE OF STRUCTURE, APPRAISE FOR HISTORICAL VALUE	
	BUILDING SIGN INSPECTION FILES	PERMANENT	
	CASE FILES – BOARD OF BUILDING STANDARDS AND APPEALS	10 YRS	
	CASE FILES – BOARD OF ZONING APPEALS	10 YRS	
	CERTIFICATES OF INSURANCE	2 YRS AFTER EXPIRATION, PROVIDED NO CLAIMS PENDING	
	CITY BUILDING CODES	UNTIL SUPERSEDED; RETAIN 1 COPY PERMANENTLY	

COMMUNITY DEVELOPMENT REPORTS	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
COMPLAINTS	2 YRS, PROVIDED NO ACTION PENDING	
CONDEMNATION AND DEMOLITION RECORDS	PERMANENT	
CONTRACTOR'S REGISTRATION	2 YRS	
DEMOLITION PERMITS	PERMANENT	
HOUSE NUMBER RECORDS	PERMANENT	
HOUSING, LAND USE, POPULATION, AND OTHER SPECIAL STUDIES	UNTIL NO LONGER OF ADMINISTRATIVE VALUE; APPRAISE FOR HISTORICAL VALUE	
INDEX TO BOARD OF ZONING ADJUSTMENTS CASE FILES	25 YRS	
INDEX TO VARIANCE RECORD	25 YRS	
INDEX TO ZONING CASE RECORD	25 YRS	
INDUSTRIAL USE PERMIT REVIEWS	PERMANENT	
LEGISLATIVE RESEARCH FILES	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	
LOAN AND GRANT APPLICATIONS	3 YRS, PROVIDED AUDITED	
OCCUPANCY PERMIT RECORD	PERMANENT	
PERFORMANCE BONDS – CONTRACTORS	10 YRS AFTER EXPIRATION	
PERMITS – ALL TYPES	3 YRS, PROVIDED AUDITED	
PLANNING BRIEFS	25 YRS	
PLANNING COMMISSION CASE FILES	10 YRS, PROVIDED NO ACTION PENDING	
PROJECT PLANNING FILES	5 YRS AFTER COMPLETION OF FINAL PROJECT REPORT	
PROJECT REPORTS	25 YRS, APPRAISE FOR HISTORICAL VALUE	
QUADRANT FILES	5 YRS	

REZONING APPLICATIONS	UNTIL FINAL ACTION TAKEN AND RECORDED	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
REZONING CASE FILES	5 YRS AFTER FINAL DECISION RENDERED	
STREET NAME CHANGE RECORD	PERMANENT	
STREET / ALLEY VACATION CASE FILES	PERMANENT	
SUBDIVISION FILES	PERMANENT	
TRANSPORTATION RESEARCH FILES	10 YRS; APPRAISE FOR HISTORICAL VALUE	
URBAN RENEWAL FILES	OBSOLETE; APPRAISE FOR HISTORICAL VALUE	
VIOLATIONS	UNTIL CORRECTED OR ADJUDICATED BY A COURT	
ZONING CASE LOGS	25 YRS	
ZONING CERTIFICATE FOR OCCUPANCY AND USE OF LAND AND BUILDINGS	PERMANENT	
ZONING CHANGE REQUEST	5 YRS, PROVIDED NO ACTION PENDING	
ZONING PERMIT APPLICATIONS	1 YR AFTER FINAL DECISION RENDERED	
ZONING PERMIT RECORD	PERMANENT	
ZONING VARIANCE CASE FILES	5 YRS AFTER FINAL DECISION, PROVIDED NO ACTION PENDING	

Income Tax

Schedule Number	Record Title and Description	Retention Period	Media Type
9000	ANNUAL TAX RETURN REPORTS (NET PROFIT & INDIVIDUAL)	6 YEARS	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
9001	BANKRUPTCY CLAIMS (ONCE SATISFIED)	10 YEARS	
9002	CIVIL SUITS (ONCE SATISFIED)	10 YEARS	
9003	CLOSED ACCOUNTS	6 YEARS	
9004	CORRESPONDENCE	6 YEARS	
9005	CRIMINAL SUITS (ONCE SATISFIED)	20 YEARS	
9006	DAILY REPORT OF CASH RECEIVED	3 YEARS	
9007	FINAL RETURN REPORTS	6 YEARS	
9008	INDIVIDUAL TAX RETURNS	6 YEARS	
9009	MONTHLY BILLING REPORTS	6 YEARS	
9010	MONTHLY PAYMENTS (ONCE SATISFIED)	6 YEARS	
9011	NET PROFIT TAX RETURNS	6 YEARS	
9012	PENALTY AND INTEREST ASSESSMENT REPORTS	6 YEARS	
9013	PURGED TAX PAYER FILES	6 YEARS	
9014	QUARTERLY PAYMENTS (NET PROFIT & INDIVIDUAL)	6 YEARS	
9015	QUARTERLY REPORTS (NET PROFIT & INDIVIDUAL)	6 YEARS	
9016	RECONCILIATIONS WITH W2S ATTACHED	6 YEARS	
9017	REFUND REPORTS	15 YEARS	
9018	TAX MASTER REPORTS (ALPHA & SSN ORDER)	PERMANENT	
9019	UNCOLLECTIBLE INCOME TAX ACCOUNTS	6 YEARS	

9020	WITHHOLDING PAYMENTS	6 YEARS	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
9021	WITHHOLDING REPORTS	6 YEARS	
9022	1099 REPORTS	15 YEARS	
9023	STATE OF OHIO RETURN INFORMATION	6 YEARS	

Utility Billing

Schedule Number	Record Title and Description	Retention Period	Media Type
10000	APPLICATIONS FOR SERVICE	UNTIL SERVICE TERMINATED	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
10001	APPLICATION FOR WATER OR SEWER TAP PERMIT	PERMENENT	
10002	BANKRUPTCY RECORDS	10 YRS	
10003	BILLING ADJUSTMENT BOOKS	UNTIL AUDITED	
10004	BILLING LEDGER CARDS	3 YRS AFTER DATE OF FINAL ENTRY, PROVIDED AUDITED	
10005	CUSTOMER METER READER CARDS	2 YRS	
10006	DAILY OVER AND SHORT REPORTS	3 YRS, PROVIDED AUDITED	
10007	DAILY SERVICE CALLS	3 YRS	
10008	HOUSE SERVICE CARDS	PERMANENT	
10009	METER AND VALVE LOCATION RECORD	PERMANENT	
10010	METER READING RECORDS	4 YRS	
10011	METER TEST RECORDS	3 YRS	
10012	MONTHLY ACCOUNT REGISTER	10 YRS	
10013	MONTHLY COLLECTION REPORT	3 YRS, PROVIDED AUDITED	
10014	RATE SCHEDULES	UNTIL SUPERSEDED	
10015	SECURITY DEPOSIT RECORDS	UNTIL REFUNDED TO THE DEPOSITOR	
10016	SECURITY DEPOSIT REFUND REQUESTS	UNTIL AUDITED	
10017	SEWER \ WATER BILLING STUBS	3 YRS, PROVIDED AUDITED	
10018	SHUT-OFF LISTS	3 YRS	
10019	SPECIAL SEWER AUTHORIZATIONS OR HOOKUPS	PERMANENT	

10020	WATER AND SEWER RECEIPT BOOKS	2 YRS, PROVIDED AUDITED	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
10021	WATER AND SEWER TAP RECORD	PERMANENT	
10022	UTILITY BILLING JOURNALS	3 YRS	

Water/Sewer

Schedule Number	Record Title and Description	Retention Period	Media Type
11000	ANALYTICAL DATA / CHEMICAL ANALYSIS	10 YRS	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
11001	CURB BOX LOCATION	PERMANENT	
11002	FLOW CARTS - FLUIDS	5 YRS	
11003	INDUSTRIAL WASTE RECORDS	PERMANENT	
11004	LAB TEST RESULTS	5 YRS	
11005	MONTHLY LAB TESTING SUMMARY REPORTS	25 YRS	
11006	PROJECT FILES	UNTIL PROJECT COMPLETED AND FINAL REPORT ISSUED	
11007	PROJECT FINAL REPORTS	PERMANENT	
11008	TEST BORING RECORD	PERMANENT	
11009	WATER MAIN LOCATION	PERMANENT	
11010	WATER SUPPLY RECORDS	5 YRS AFTER WELL IS CLOSED	
11011	WELL MAINTENANCE AND FIELD LOGS	10 YRS AFTER WELL IS CAPPED	

2058	SPECIAL ASSESSMENTS	UNTIL PAID OFF AND AUDITED	ALL RECORDS CAN BE MAINTAINED IN PAPER, ELECTRONIC AND/OR OTHER MEDIA FORMATS PERMITTED BY OHIO RECORDS RETENTION LAWS
2059	SURETY BONDS OF OFFICIALS OR EMPLOYEES	10 YRS AFTER TERMINATION OF OFFICER OR EMP	
2060	TAX ABATEMENT RECORDS	DURATION OF THE ABATEMENT PLUS 1 YR	
2061	TAX SETTLEMENT REPORTS	3 YRS, PROVIDED AUDITED	
2062	TRIAL BALANCE RECORDS	3 YRS	
2063	TRAVEL EXPENSE RECORDS	3 YRS	
2064	UNEMPLOYMENT COMPENSATION RECORDS	3 YRS, PROVIDED AUDITED	
2065	UNIFORM ALLOWANCE RECORD	3 YRS	
2066	VOUCHERS	3 YRS	

RECORD OF ORDINANCES

BEAUFORT, OHIO REG-200-0034 FORM NO. 30543

Ordinance No.

32-19

Passed

, 20

AN ORDINANCE ENACTING AND ADOPTING A SUPPLEMENT TO THE CODE OF ORDINANCES FOR CANAL FULTON, OHIO.

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the Canal Fulton, Ohio supplement to the Code of Ordinances of the Political Subdivision, which supplement contains all ordinances of a general and permanent nature enacted since the prior supplement to the Code of Ordinances of this Political Subdivision; and

WHEREAS, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make reference to sections of the Ohio code; and

WHEREAS, it is the intent of the Legislative Authority to accept these updated sections in accordance with the changes of the law of the State of Ohio; and

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE
CITY OF CANAL FULTON OHIO THAT:

Section 1: That the Canal Fulton, Ohio supplement to the Code of Ordinances of the Political Subdivision as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, be and the same is hereby adopted by reference.

Section 2. Such supplement shall be deemed published as of the day of its adoption and approval by the Legislative Authority and the Clerk of the Political Subdivision is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the Clerk.

Joseph A. Schultz, Mayor

ATTEST:

Alyssa Bettis, Clerk-of-Council

I, Alyssa Bettis, Clerk-of-Council of the City of Canal Fulton, Ohio, do hereby certify that this is a true and correct copy of Ordinance _____ 2019, duly adopted by the Council of the City of Canal Fulton, on the date of _____, 2019, and that publication of the foregoing Ordinance was duly made by listing same on the city's web site and by posting true and correct copies thereof at three of

RECORD OF ORDINANCES

BEAR GRAPHICS 800-335-8294 FORM NO. 35043

Ordinance No. _____ Passed _____, 20____

the most public places in said corporation as determined by Council as follows:
Canal Fulton Post Office, Canal Fulton Public Library and Canal Fulton City
Hall each for a period of fifteen days, commencing on the _____ day of
_____, 2019.

Alyssa Bettis, Clerk-of-Council

SEF/bp

RECORD OF RESOLUTIONS

BEAR GRAPHICS 800-333-8004 FORM NO. 30543

Resolution No. 11-19

Passed _____

, 20____

A Resolution Establishing the Budget for the City of
Canal Fulton, County of Stark, Ohio, for the Fiscal
Year Ending December 31, 2020.

WHEREAS, it is necessary for the City of Canal Fulton to establish a budget for fiscal year ending December 31, 2020, and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CANAL FULTON, OHIO, THAT:

Section 1: In order to provide a spending plan for fiscal year 2020, Council establishes the following spending plan as the 2020 fiscal year budget:

Account #	Expenditure Account Name	Amount
General Fund		
Council Department		
101.101.5110	SALARIES & WAGES	20,000.00
101.101.5212	EMPLOYER'S PENSION SHARE	2,800.00
101.101.5214	EMPLOYER'S MEDICARE SHARE	290.00
101.101.5230	WORKERS COMPENSATION	360.00
	<i>Council Dept - Personnel Costs</i>	<u>\$23,450.00</u>
101.101.5570	TRAINING & EDUCATION	600.00
101.101.5620	SUPPLIES & MATERIALS	700.00
	<i>Council Dept - Operating Costs</i>	<u>1,300.00</u>
	Total Expenses - Council Dept	<u>\$24,750.00</u>
Mayor/Admin Department		
101.120.5110	SALARIES & WAGES	81,000.00
101.120.5130	VACATION LEAVE CASH OUT	1,020.00
101.120.5212	EMPLOYER'S PENSION SHARE	11,482.80
101.120.5214	EMPLOYER'S MEDICARE SHARE	1,189.29
101.120.5220	HOSPITALIZATION	23,000.00
101.120.5230	WORKERS COMPENSATION	1,476.36
	<i>Mayor/Admin Dept - Personnel Costs</i>	<u>119,168.45</u>
101.120.5310	PROFESSIONAL SERVICES	2,000.00
101.120.5320	NEWSLETTER	11,000.00
101.120.5410	CONTRACTED SERVICES	10,500.00
101.120.5415	CODE ENFORCEMENT CONTRACT SERVICES	3,000.00
101.120.5445	REPAIRS & MAINTENANCE	1,000.00
101.120.5480	COMMUNICATIONS	6,500.00
101.120.5492	COUNTY REGIONAL PLANNING	
	COMMISSION	0.00
101.120.5494	COUNTY HEALTH DEPT	25,500.00
101.120.5496	MUSKINGUM WATERSHED	7,800.00
101.120.5497	PROPERTY TAXES	0.00
101.120.5510	TRAVEL & INCIDENTAL	500.00
101.120.5520	ADVERTISING	9,000.00
101.120.5530	INSURANCE & BONDING	3,000.00
101.120.5570	TRAINING & EDUCATION	800.00
101.120.5580	PROFESSIONAL MEMBERSHIPS	4,200.00
101.120.5610	OFFICE SUPPLIES	900.00
101.120.5620	SUPPLIES & MATERIALS	5,500.00
101.120.5650	FUEL	450.00
101.120.5690	CONTINGENCY	1,500.00
101.120.5710	EQUIPMENT	500.00
101.120.5750	PARKING LOT LEASE	3,600.00
101.120.5980	REFUNDS	200.00

RECORD OF RESOLUTIONS

SEAR GRAPHICS 800-353-8284 FORM NO. 10045

Resolution No. _____ Passed _____, 20 _____

101.120.5990	COBRA HEALTH INSURANCE	0.00
101.120.5995	COMMUNITY CONTRIBUTIONS	0.00
	<i>Mayor/Admin Dept - Operating Costs</i>	97,450.00
	Total Expenses - Mayor/Admin Dept	\$216,618.45

Finance Department

101.130.5110	SALARIES & WAGES	53,000.00
101.130.5130	VACATION LEAVE CASH OUT	525.00
101.130.5212	EMPLOYER'S PENSION SHARE	7,493.50
101.130.5214	EMPLOYER'S MEDICARE SHARE	776.11
101.130.5220	HOSPITALIZATION	16,000.00
101.130.5230	WORKERS COMPENSATION	963.45
	<i>Finance Personnel Costs</i>	78,758.06
101.130.5310	PROFESSIONAL SERVICES	0.00
101.130.5370	FINANCIAL SERVICES	22,660.00
101.130.5445	REPAIRS & MAINTENANCE	500.00
101.130.5480	COMMUNICATIONS	4,000.00
101.130.5490	COUNTY AUDITOR FEES	7,200.00
101.130.5510	TRAVEL & INCIDENTAL	0.00
101.130.5530	INSURANCE & BONDING	100.00
101.130.5570	TRAINING & EDUCATION	750.00
101.130.5580	PROFESSIONAL MEMBERSHIPS	500.00
101.130.5610	OFFICE SUPPLIES	500.00
101.130.5620	SUPPLIES & MATERIALS	5,000.00
101.130.5680	CONTINGENCY	1,500.00
101.130.5710	EQUIPMENT	0.00
	<i>Finance Dept - Operating Costs</i>	42,710.00
	Total Expenses - Finance Dept	\$121,468.06

Income Tax Department

101.140.5110	SALARIES & WAGES	58,000.00
101.140.5120	OVERTIME	3,000.00
101.140.5130	VACATION LEAVE CASH OUT	1,000.00
101.140.5212	EMPLOYER'S PENSION SHARE	8,540.00
101.140.5214	EMPLOYER'S MEDICARE SHARE	899.00
101.140.5220	HOSPITALIZATION	8,000.00
101.140.5230	WORKERS COMPENSATION	1,098.00
	<i>Income Tax Dept - Personnel Costs</i>	80,537.00
101.140.5370	FINANCIAL SERVICES	1,600.00
101.140.5410	CONTRACTED SERVICES	12,500.00
101.140.5445	REPAIRS & MAINTENANCE	500.00
101.140.5480	COMMUNICATIONS	8,500.00
101.140.5510	TRAVEL & INCIDENTAL	500.00
101.140.5530	INSURANCE & BONDING	90.00
101.140.5570	TRAINING & EDUCATION	300.00
101.140.5580	PROFESSIONAL MEMBERSHIPS	50.00
101.140.5590	COURT COSTS	4,500.00
101.140.5600	LEGAL FEES	10,000.00
101.140.5610	OFFICE SUPPLIES	2,800.00
101.140.5690	CONTINGENCY	1,000.00
101.140.5710	EQUIPMENT	400.00
101.140.5980	REFUNDS	45,000.00
	<i>Income Tax Dept - Operating Costs</i>	87,740.00
	Total Expenses - Income Tax Dept	\$168,277.00

Legal Department

101.150.5110	SALARIES & WAGES	12,427.49
101.150.5200	FACILITY STIPEND	3,600.00
101.150.5212	EMPLOYER'S PENSION SHARE	1,739.85
101.150.5214	EMPLOYER'S MEDICARE SHARE	180.20
101.150.5230	WORKERS COMPENSATION	275.00
	<i>Legal Dept - Personnel Costs</i>	\$18,222.54
101.150.5350	CIVIL SERVICE TESTING	3,000.00
101.150.5410	CONTRACTED SERVICES	45,000.00
	<i>Legal Dept - Operating Costs</i>	48,000.00

RECORD OF RESOLUTIONS

BEAR GRAPHICS 800-215-8004 FORM NO. 9004E

Resolution No. _____ Passed _____, 20____

Total Expenses – Legal Dept \$66,222.54

Engineering Department

101.160.5360	ENGINEERING SERVICE	38,000.00
101.160.5690	ENGINEERING CONTINGENCY	5,000.00

Total Expenses – Engineering Dept \$43,000.00

Lands & Buildings Department

101.170.5110	SALARIES & WAGES	28,500.00
101.170.5115	SUMMER WORKS	10,000.00
101.170.5120	OVERTIME	1,500.00
101.170.5130	VACATION LEAVE CASH OUT	700.00
101.170.5212	EMPLOYER'S PENSION SHARE	5,600.00
101.170.5214	EMPLOYER'S MEDICARE SHARE	580.00
101.170.5220	HOSPITALIZATION	7,000.00
101.170.5230	WORKERS COMPENSATION	720.00

Lands & Buildings Personnel Costs \$54,600.00

101.170.5310	PROFESSIONAL SERVICES	4,600.00
101.170.5410	CONTRACTED SERVICES	15,000.00
101.170.5445	REPAIRS & MAINTENANCE	14,000.00
101.170.5465	ELECTRIC	12,500.00
101.170.5470	NATURAL GAS	4,000.00
101.170.5530	INSURANCE & BONDING	8,000.00
101.170.5550	LICENSES	100.00
101.170.5620	SUPPLIES & MATERIALS	4,500.00
101.170.5710	EQUIPMENT	5,000.00

Lands & Buildings Dept – Operating Costs \$67,700.00

Total Expenses – Lands & Buildings Dept \$122,300.00

Community Service Department

101.180.5110	SALARIES & WAGES	18,339.13
101.180.5212	EMPLOYER'S PENSION SHARE	2,567.48
101.180.5214	EMPLOYER'S MEDICARE SHARE	265.92
101.180.5230	WORKERS COMPENSATION	330.10

Community Service Dept – Personnel Costs \$21,502.62

101.180.5440	VEHICLE REPAIRS & MAINTENANCE	350.00
101.180.5480	COMMUNICATIONS	800.00
101.180.5510	TRAVEL & INCIDENTAL	150.00
101.180.5620	SUPPLIES & MATERIALS	2,300.00
101.180.5710	EQUIPMENT	500.00

Community Service Dept – Operating Costs \$4,100.00

Total Expenses – Community Service Dept \$25,602.62

Street Lighting Department

101.360.5460	STREET LIGHTING	24,000.00
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Total Expenses – Street Lighting Dept \$24,000.00

Parks & Recreation Department

101.510.5110	SALARIES & WAGES	26,650.00
101.510.5212	EMPLOYER'S PENSION SHARE	3,731.00
101.510.5214	EMPLOYER'S MEDICARE SHARE	386.43
101.510.5230	WORKERS COMPENSATION	479.70

Parks & Recreation Dept – Personnel Costs \$31,247.13

101.510.5310	PROFESSIONAL SERVICES	200.00
101.510.5410	CONTRACTED SERVICES	6,000.00
101.510.5430	SUMMER REC. PROGRAM	500.00
101.510.5431	ODNR PASSPORT TO FISHING	0.00
101.510.5432	MOTHER SON FUN NIGHT	1,000.00
101.510.5434	CHRISTMAS ON THE CANAL	2,500.00
101.510.5435	CONCERTS & MOVIES IN THE PARK	2,500.00
101.510.5436	DADDY DAUGHTER DANCE	1,500.00
101.510.5437	EASTER EGG HUNT	100.00
101.510.5438	EARTH DAY TREE GIVEAWAY	175.00

RECORD OF RESOLUTIONS

BEAR GRAPHICS 800-325-5294 FORM NO. 30245

Resolution No. _____ Passed _____, 20____

101.510.5439	FALL FUN FEST	500.00
101.510.5445	REPAIRS & MAINTENANCE	750.00
101.510.5465	ELECTRIC	9,000.00
101.510.5470	NATURAL GAS	1,000.00
101.510.5480	COMMUNICATIONS	3,000.00
101.510.5510	TRAVEL & INCIDENTAL	400.00
101.510.5550	LICENSES	150.00
101.510.5555	TENNIS PROGRAM	1,300.00
101.510.5570	TRAINING & EDUCATION	500.00
101.510.5610	OFFICE SUPPLIES	500.00
101.510.5620	SUPPLIES & MATERIALS	4,000.00
101.510.5670	SOUVENIRS FOR RESALE	700.00
101.510.5690	CONTINGENCY	1,000.00
101.510.5710	EQUIPMENT	500.00
101.510.5980	REFUNDS	0.00
<i>Parks & Recreation Dept - Operating Costs</i>		<u>37,775.00</u>
Total Expenses - Parks & Recreation Dept		\$69,022.13

Transfers & Advances Department

101.190.5920	TRANSFER TO STREET FUND (Fund #201)	0.00
101.190.5921	TRANSFER TO POLICE FUND (Fund #210)	1,080,000.00
101.190.5922	TRANSFER TO FIRE/EMS FUND (Fund #222)	453,000.00
101.190.5923	TRANSFER TO GENERAL CAPITAL FUND (Fund #391)	275,000.00
101.190.5925	TRANSFER TO GENERAL OBLIGATION DEBT FUND (Fund #481)	100,000.00
101.190.5926	TRANSFER TO WATER DEBT FUND (Fund #441)	0.00
101.190.5927	TRANSFER TO SEWER CAPITAL	0.00
101.190.5928	TRANSFER TO STATE HIGHWAY	0.00
101.190.5930	TRANSFER TO CANAL BOAT	0.00
101.190.5950	TRANSFER TO RESERVE FUND (Fund #800)	0.00
101.190.5950	ADVANCES OUT	0.00
Total Transfers to Other Funds		\$1,908,000.00

Total General Fund Expenses \$2,789,260.80

Street Fund

201.360.5110	SALARIES & WAGES	123,900.00
201.360.5120	OVERTIME	8,500.00
201.360.5130	VACATION LEAVE CASH OUT	1,900.00
201.360.5140	UNIFORM ALLOWANCES	1,400.00
201.360.5212	EMPLOYER'S PENSION SHARE	18,732.00
201.360.5214	EMPLOYER'S MEDICARE SHARE	1,940.10
201.360.5220	HOSPITALIZATION	39,000.00
201.360.5230	WORKERS COMPENSATION	2,408.40
201.360.5240	UNIFORMS	850.00
<i>Street Dept - Personnel Costs</i>		<u>\$198,630.50</u>
201.360.5310	PROFESSIONAL SERVICES	300.00
201.360.5410	CONTRACTED SERVICES	17,500.00
201.360.5440	VEHICLE REPAIRS & MAINTENANCE	22,000.00
201.360.5445	REPAIRS & MAINTENANCE	2,000.00
201.360.5455	WASTE DISPOSAL	0.00
201.360.5465	ELECTRIC	8,500.00
201.360.5470	NATURAL GAS	7,000.00
201.360.5480	COMMUNICATIONS	4,400.00
201.360.5530	INSURANCE & BONDING	8,500.00
201.360.5570	TRAINING & EDUCATION	750.00
201.360.5580	PROFESSIONAL MEMBERSHIPS	0.00
201.360.5620	SUPPLIES & MATERIALS	8,000.00
201.360.5630	STREET & STORM WATER MATERIALS	5,000.00
201.360.5640	SMALL TOOLS & EQUIPMENT	2,000.00
201.360.5650	FUEL	15,000.00
201.360.5690	CONTINGENCY	<u>105,000.00</u>

RECORD OF RESOLUTIONS

BEA3 GRAPHICS 800-325-8184 FORM NO. 3001B

Resolution No. _____

Passed _____, 20____

<i>Street Dept - Operating Costs</i>	\$205,950.00
Total Street Fund Expenses	\$404,580.50

State Highway Fund

	ELECTRIC	23,000.00
204.360.5465	STREET & STORM WATER MATERIALS	2,700.00
204.360.5630		
	Total State Highway Fund Expenses	\$25,700.00

Permissive Motor Vehicle License Fund

	CONTRACT SERVICES	25,000.00
206.360.5410	STREET & STORM WATER MATERIALS	50,000.00
206.360.5630		
	Total Permissive Motor Vehicle License	\$75,000.00

Police Fund

210.250.5110	SALARIES & WAGES	722,000.00
210.250.5115	PART-TIME WAGES	35,700.00
210.250.5120	OVERTIME	35,700.00
210.250.5130	VACATION LEAVE CASH OUT	10,000.00
210.250.5135	HOLIDAY LEAVE CASH OUT	10,200.00
210.250.5140	UNIFORM ALLOWANCES	15,000.00
210.250.5212	EMPLOYER'S PENSION SHARE	152,749.50
210.250.5214	EMPLOYER'S MEDICARE SHARE	11,504.30
210.250.5220	HOSPITALIZATION	175,000.00
210.250.5230	WORKERS COMPENSATION	14,281.20

<i>Police Dept - Personnel Costs</i>	\$1,182,135.00
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210.250.5310	PROFESSIONAL SERVICES	2,500.00
210.250.5410	CONTRACTED SERVICES	28,090.80
210.250.5420	DISPATCHING SERVICE	67,897.60
210.250.5440	VEHICLE REPAIRS & MAINTENANCE	14,000.00
210.250.5465	ELECTRIC	11,000.00
210.250.5470	NATURAL GAS	3,000.00
210.250.5480	COMMUNICATIONS	19,500.00
210.250.5510	TRAVEL & INCIDENTAL	700.00
210.250.5530	INSURANCE & BONDING	11,000.00
210.250.5570	TRAINING & EDUCATION	11,000.00
210.250.5580	PROFESSIONAL MEMBERSHIPS	500.00
210.250.5620	SUPPLIES & MATERIALS	15,000.00
210.250.5650	FUEL	20,000.00
210.250.5680	DISCRETIONARY PURCHASES	5,000.00
210.250.5710	EQUIPMENT	5,000.00

<i>Police Dept - Operating Costs</i>	\$214,188.40
Total Police Fund Expenses	\$1,396,323.40

Drug Enforcement & Education Fund

213.250.5310	PROFESSIONAL SERVICES	0.00
213.250.5510	TRAVEL & INCIDENTAL	0.00
213.250.5570	TRAINING & EDUCATION	0.00
213.250.5620	SUPPLIES & MATERIALS	1,500.00
213.250.5710	EQUIPMENT	0.00
	Drug Enforcement & Education Fund Expenses	\$1,500.00

Law Enforcement Trust Fund

216.250.5570	TRAINING & EDUCATION	0.00
216.250.5620	SUPPLIES	0.00
216.250.5710	EQUIPMENT	2,000.00
	Law Enforcement Trust Fund Expenses	\$2,000.00

RECORD OF RESOLUTIONS

EEA/0104/010001 8881-333-8004 FORM NO. 3004S

Resolution No. _____ Passed _____, 20____

Fire/EMS Fund

222.210.5110	SALARIES & WAGES	364,211.20
222.210.5111	SAFER GRANT WAGES	22,000.00
222.210.5130	VACATION LEAVE CASH OUT	200.00
222.210.5212	EMPLOYER'S PENSION SHARE	2,300.00
222.210.5214	EMPLOYER'S MEDICARE SHARE	5,281.06
222.210.5215	SAFER GRANT MEDICARE	319.00
222.210.5216	EMPLOYER'S SOCIAL SECURITY SHARE	22,581.09
222.210.5217	SAFER GRANT FICA	1,364.00
222.210.5220	HOSPITALIZATION	4,000.00
222.210.5230	WORKERS COMPENSATION	5,900.00
222.210.5230	UNIFORMS	3,000.00
<i>Fire/EMS Dept - Personnel Costs</i>		\$431,156.36
222.210.5310	PROFESSIONAL SERVICES	3,000.00
222.210.5410	FIRE CONTRACTED SERVICES	5,000.00
222.210.5415	EMS CONTRACTED SERVICES	6,000.00
222.210.5416	EMS BILLING SERVICES	9,000.00
222.210.5420	DISPATCHING	46,679.60
222.210.5440	VEHICLE REPAIRS & MAINTENANCE	16,000.00
222.210.5445	REPAIRS & MAINTENANCE	11,000.00
222.210.5465	ELECTRIC	9,500.00
222.210.5470	NATURAL GAS	8,000.00
222.210.5480	COMMUNICATIONS	12,500.00
222.210.5510	TRAVEL & INCIDENTAL	1,500.00
222.210.5530	INSURANCE & BONDING	8,100.00
222.210.5570	TRAINING & EDUCATION	8,500.00
222.210.5580	PROFESSIONAL MEMBERSHIPS	800.00
222.210.5620	FIRE SUPPLIES & MATERIALS	7,000.00
222.210.5625	EMS SUPPLIES & MATERIALS	10,000.00
222.210.5626	FIRE PREVENTION	1,000.00
222.210.5650	FUEL	6,500.00
222.210.5690	CONTINGENCY	5,000.00
222.210.5691	DAFER GRANT OPERATING	76,500.00
222.210.5710	FIRE EQUIPMENT	8,000.00
222.210.5715	EMS EQUIPMENT	6,000.00
<i>Fire/EMS Dept - Operating Costs</i>		\$265,579.60
Total Fire/EMS Fund Expenses		\$696,735.96

Canal Boat Fund

285.520.5110	SALARIES & WAGES	23,062.50
285.520.5212	EMPLOYER'S PENSION SHARE	3,228.75
285.520.5214	EMPLOYER'S MEDICARE SHARE	334.41
285.520.5230	WORKERS COMPENSATION	438.19
<i>Canal Boat - Personnel Costs</i>		\$27,063.85
285.520.5310	PROFESSIONAL SERVICES	3,500.00
285.520.5370	FINANCIAL SERVICES	1,250.00
285.520.5415	VETERINARIAN AND HEALTH SUPPLIES	1,500.00
285.520.5420	STABLE FEES	11,200.00
285.520.5430	FERRIER	900.00
285.520.5435	THEME CRUISE PROGRAMMING	8,000.00
285.520.5440	VEHICLE REPAIRS & MAINTENANCE	750.00
285.520.5570	TRAINING & EDUCATION	200.00
285.520.5620	SUPPLIES & MATERIALS	1,500.00
285.520.5650	FUEL	500.00
285.520.5690	CONTINGENCY	500.00
285.520.5710	EQUIPMENT	2,500.00
285.520.5980	REFUNDS	1,000.00
285.520.5995	CHARITABLE PROCEEDS	0.00
<i>Canal Boat - Operating Costs</i>		\$33,300.00
Total Canal Boat Fund Expenses		\$60,363.85

Parks Capital Fund

RECORD OF RESOLUTIONS

BEAR GRAPHICS 300-325-4584 FORM NO. 300-1E

Resolution No. _____		Passed _____, 20____
331.510.5730	PARKS CAPITAL PROJECTS	5,000.00
	Total Parks Capital Fund Expenses	\$5,000.00
	Downtown Capital Fund	
381.610.5730	DOWNTOWN CAPITAL PROJECTS	13,000.00
	Total Downtown Capital Funds Expenses	\$13,000.00
	General Capital Projects Fund	
391.120.5730	ADMINISTRATIVE CAPITAL PROJECTS	26,000.00
391.210.5730	FIRE CAPITAL PROJECTS	60,000.00
391.250.5730	POLICE CAPITAL PROJECTS	77,000.00
391.360.5730	STREETS CAPITAL PROJECTS	165,000.00
	Total General Capital Projects Fund Expenses	\$328,000.00
	Fire Equipment Fund	
393.210.5750	AMBULANCE LEASE PAYMENT	28,107.05
393.210.5751	FIRE ENGINE LEASE PAYMENT	69,219.27
393.210.5490	COUNTY AUDITOR FEES	2,500.00
	Total Fire Equipment Fund	\$99,826.32
	General Obligation Debt Fund	
481.130.5490	COUNTY AUDITOR FEES	3,500.00
481.130.5750	LEASE PAYMENT - 2012 STREET TRUCK	0.00
481.130.5810	PRINCIPAL - FIRE STATION SERIES 2006	90,000.00
481.130.5890	INTEREST - FIRE STATION SERIES 2006	29,250.00
481.130.5891	LEASE PAYMENT - 2015 DUMPTRUCK	28,920.71
	LEASE PAYMENT - 2018 DUMPTRUCK	30,755.80
481.130.5805	SERVICE BUILDING - PRINCIPAL	3,447.05
481.130.5806	SERVICE BUILDING - INTEREST	2,065.62
481.130.5892	CHERRY-LOCUST ST - PRINCIPAL	19,000.00
481.130.5893	CHERRY-LOCUST ST - INTEREST	11,659.20
	Total General Obligation Debt Fund Expenses	\$218,598.38
	Water Capital Fund	
341.310.5730	WATER CAPITAL PROJECTS	70,759.33
	Total Water Capital Fund Expenses	\$70,759.33
	Water Debt Fund	
441.310.5820	PRINCIPAL - MARKET (OPWC)	0.00
441.310.5830	PRINCIPAL - CANAL (OPWC)	0.00
	SERVICE BUILDING PRINCIPAL	11,276.45
	SERVICE BUILDING INTEREST	6,757.32
441.310.5840	PRINCIPAL - WATER TREATMENT PLANT (OPWC)	30,030.00
441.310.5850	PRINCIPAL - NORTHWEST SCHOOL WATERLINE BOND	40,000.00
441.310.5860	PRINCIPAL - MILAN (OPWC)	16,585.00
441.310.5861	PRINCIPAL WATERLINE REPLAC. (OPWC)	43,378.48
441.310.5895	INTEREST - NORTHWEST SCHOOL WATERLINE BOND	13,575.00
441.310.5905	ADVANCES REPAYMENT	0.00
	Total Water Debt Fund Expenses	\$161,602.25
	Water Operating Fund	
541.310.5110	SALARIES & WAGES	302,000.00

RECORD OF RESOLUTIONS

BEAR GRAPHICS 100-105-804 FORM NO. 30045

Resolution No. _____

Passed _____, 20____

541.310.5120	OVERTIME	10,609.00
541.310.5130	VACATION LEAVE CASH OUT	10,000.00
541.310.5140	UNIFORM ALLOWANCES	2,100.00
541.310.5212	EMPLOYER'S PENSION SHARE	45,165.26
541.310.5214	EMPLOYER'S MEDICARE SHARE	4,532.83
541.310.5220	HOSPITALIZATION	95,000.00
541.310.5220	WORKERS COMPENSATION	5,626.96
541.310.5240	UNIFORMS	500.00
<i>Water Operating Fund - Personnel Costs</i>		<u>\$475,534.05</u>
541.310.5310	PROFESSIONAL SERVICES	500.00
541.310.5340	LAB SERVICES	1,500.00
541.310.5360	ENGINEERING SERVICE	27,000.00
541.310.5370	FINANCIAL SERVICES	19,000.00
541.310.5410	CONTRACTED SERVICES	25,000.00
541.310.5440	VEHICLE REPAIRS & MAINTENANCE	6,000.00
541.310.5445	REPAIRS & MAINTENANCE	12,000.00
541.310.5465	ELECTRIC	40,000.00
541.310.5470	NATURAL GAS	6,000.00
541.310.5480	COMMUNICATIONS	7,500.00
541.310.5490	SAFETY PROGRAMS	500.00
541.310.5510	TRAVEL & INCIDENTAL	500.00
541.310.5530	INSURANCE & BONDING	8,000.00
541.310.5555	EPA LICENSE FEE	5,000.00
541.310.5570	TRAINING & EDUCATION	2,100.00
541.310.5580	PROFESSIONAL MEMBERSHIPS	1,100.00
541.310.5620	SUPPLIES & MATERIALS	41,000.00
541.310.5630	STREET & STORMWATER REPAIR SUPPLIES & MATERIALS	1,000.00
541.310.5640	SMALL TOOLS & EQUIPMENT	1,500.00
541.310.5650	FUEL	4,000.00
541.310.5690	CONTINGENCY	5,000.00
541.310.5710	EQUIPMENT	1,000.00
541.310.5980	REFUNDS & REIMBURSEMENTS	500.00
<i>Water Operating Fund - Operating Costs</i>		<u>\$215,700.00</u>
Total Water Operating Fund Expenses		<u>\$691,234.05</u>
Sewer Capital Fund		
351.330.5730	SEWER CAPITAL PROJECTS	90,759.33
Total Sewer Capital Fund Expenses		<u>\$90,759.33</u>
Sewer Debt Fund		
451.330.5820	PRINCIPAL - DENSHERE (OPWC)	20,860.00
	SERVICE BUILDING PRINCIPAL	11,276.50
	SERVICE BUILDING INTEREST	6,757.36
451.330.5830	PRINCIPAL - SOLIDS HANDLING (OPWC)	18,805.00
451.330.5840	PRINCIPAL - HIGH ST (OPWC)	3,878.56
451.330.5850	PRINCIPAL - WWTP INFLUENT BAR SCREEN (OPWC)	8,537.50
Total Sewer Debt Fund Expenses		<u>\$70,114.92</u>
Sewer Operating Fund		
551.330.5110	SALARIES & WAGES	302,000.00
551.330.5120	OVERTIME	10,609.00
551.330.5130	VACATION LEAVE CASH OUT	10,000.00
551.330.5140	UNIFORM ALLOWANCES	2,100.00
551.330.5212	EMPLOYER'S PENSION SHARE	43,765.26
551.330.5214	EMPLOYER'S MEDICARE SHARE	4,532.83
551.330.5220	HOSPITALIZATION	95,000.00
551.330.5230	WORKERS COMPENSATION	6,252.18
551.330.5240	UNIFORMS	500.00
<i>Sewer Operating Fund - Personnel Costs</i>		<u>\$474,759.27</u>

RECORD OF RESOLUTIONS

BEA/TI GRAPHICS 200-315-8284 FORM NO. 30942

Resolution No. _____

Passed _____

, 20____

551.330.5310	PROFESSIONAL SERVICES	400.00
551.330.5340	LAB SERVICES	4,000.00
551.330.5360	ENGINEERING SERVICE	27,000.00
551.330.5370	FINANCIAL SERVICES	19,000.00
551.330.5410	CONTRACTED SERVICES	25,000.00
551.330.5440	VEHICLE REPAIRS & MAINTENANCE	5,000.00
551.330.5445	REPAIRS & MAINTENANCE	30,000.00
551.330.5447	LIFT STATION REPAIRS & MAINTENANCE	6,000.00
551.330.5450	SLUDGE REMOVAL	13,000.00
551.330.5455	WASTE DISPOSAL	0.00
551.330.5465	ELECTRIC	90,000.00
551.330.5467	ELECTRIC - LIFT STATIONS	57,000.00
551.330.5470	NATURAL GAS	3,000.00
551.330.5480	COMMUNICATIONS	6,000.00
551.330.5487	COMMUNICATIONS - LIFT STATIONS	6,000.00
551.330.5490	SAFETY PROGRAMS	500.00
551.330.5496	SOIL & WATER CONSERVATION	2,000.00
551.330.5510	TRAVEL & INCIDENTAL	0.00
551.330.5530	INSURANCE & BONDING	8,000.00
551.330.5555	EPA LICENSE FEE	2,700.00
551.330.5570	TRAINING & EDUCATION	2,000.00
551.330.5580	PROFESSIONAL MEMBERSHIPS	500.00
551.330.5620	SUPPLIES & MATERIALS	42,000.00
551.330.5630	STREET & STORMWATER REPAIR SUPPLIES & MATERIALS	0.00
551.330.5640	SMALL TOOLS & EQUIPMENT	1,000.00
551.330.5650	FUEL	3,000.00
551.330.5690	CONTINGENCY	4,000.00
551.330.5710	EQUIPMENT	2,000.00
551.330.5980	REFUNDS & REIMBURSEMENTS	500.00
551.330.5990	TRANSFERS OUT	0.00
Sewer Operating Fund - Operating Costs		\$359,600.00
Total Sewer Operating Fund Expenses		\$834,359.27

Storm Sewer Fund

561.360.5445	REPAIRS & MAINTENANCE	53,113.64
561.360.5894	WOOSTER RD DEBT PAYMENT	6,886.36
561.360.4995	ADVANCE TO GENERAL FUND	0.00
Total Storm Sewer Fund Expenses		\$60,000.00

Section 2: Council directs that the capital expenditure portion of the budget in Section above shall consist of the following planned capital projects.

Project Name	Cost
<u>Parks Capital Project Fund</u>	
Miscellaneous Capital	5,000.00
Parks Capital Project Fund Total	5,000.00
<u>Downtown Capital Project Fund</u>	
Miscellaneous Capital	13,000.00
Downtown Capital Project Fund Total	13,000.00
<u>General Capital Project Fund</u>	
<u>Administration Department</u>	
Miscellaneous Capital	26,000.00
Administration Department	26,000.00
<u>Fire Department</u>	
Body Armor Rescue Task Force	7,000.00
ZOLL Cardiac Monitors	45,000.00
Fire Dept. FOB Security	8,000.00

RECORD OF RESOLUTIONS

BEAR GRAPHICS INC. 505-824 FORM NO. 2000

Resolution No. _____ Passed _____, 20____

<i>Fire Department</i>	60,000.00
<i>Police Department</i>	
Police Dept. Technology	20,000.00
SWAT Equipment	5,000.00
New Police Cruiser	52,000.00
<i>Police Department</i>	77,000.00
<i>Street Department</i>	
Chip & Seal Street Program	80,000.00
Concrete/Asphalt Road Replacement	60,000.00
Salt Dome	25,000.00
<i>Street Department</i>	165,000.00
General Capital Project Fund Total	\$328,000.00
<u>Water Capital Project Fund</u>	
2020 GIS	8,333.33
Water tower/Westside tank/wellhouse Inspections/Maintenance	10,000.00
Upgrade Meters	52,426.00
Water Capital Project Fund Total	\$70,759.33
<u>Sewer Capital Project Fund</u>	
2020 GIS	8,333.33
Concrete Repairs for CL2 Contact Tank	10,000.00
Upgrade Meters	52,426.00
Electrical Upgrades at Sewer Plant	20,000.00
Sewer Capital Project Fund Total	\$90,759.33

RECORD OF RESOLUTIONS

BEAUGRAPHICS 800-388-8034 FORM NO. 30015

Resolution No. _____

Passed _____, 20____

Section 3: City Council authorizes the administration of the City to amend this budget without approval of Council or Council Committees provided the changes do not result in the revised budget exceeding the appropriations for the fiscal year ending December 31, 2020, which shall be established by Council via a separate appropriations ordinance.

Section 4: This Resolution shall take effect January 1, 2020 and be in full force and effect from and after the earliest period allowed by law.

Joseph A. Schultz, Mayor

ATTEST:

Alyssa Bettis, Clerk of Council

I, Alyssa Bettis, Clerk-of-Council of the City of Canal Fulton, Ohio, do hereby certify that this is a true and correct copy of Ordinance _____, 19, duly adopted by the Council of the City of Canal Fulton, on the date of _____, 2019, and that publication of the foregoing Ordinance was duly made by listing same on the City's website and by posting true and correct copies thereof at three of the most public places in said corporation as determined by Council as follows: Canal Fulton Post Office, Canal Fulton Public Library and Canal Fulton City Hall, each for a period of fifteen days, commencing on the _____ day of _____, 2019.

Alyssa Bettis, Clerk of Council

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8054 FORM NO. 30013

Ordinance No. 33-19 Passed _____, 20____

An Ordinance To Authorize Appropriations for the Current Expenses and Other Expenditures of the City of Canal Fulton, County of Stark, Ohio, for the Fiscal Year Ending December 31, 2020.

WHEREAS, it is necessary for the City of Canal Fulton to authorize appropriations for current expenses and other expenditures for the fiscal year ending December 31, 2020, and

WHEREAS, it is necessary for the City of Canal Fulton to authorize transfers and advances between various funds in order to facilitate appropriations for the fiscal year ending December 31, 2020, and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL FULTON, OHIO, THAT:

Section 1: In order to provide for current expense and other expenditures of the City of Canal Fulton, Ohio, during the fiscal year ending December 31, 2020, Council authorizes the following appropriations:

Fund/Department/Expenditure Category		Amount
General Fund		
Personnel Costs		23,450.00
Other Operating Costs		1,300.00
General Fund - Council Department		24,750.00
Personnel Costs		119,168.45
Other Operating Costs		97,450.00
General Fund - Mayor/Admin Department		216,618.45
Personnel Costs		78,758.06
Other Operating Costs		42,710.00
General Fund - Finance Department		121,468.06
Personnel Costs		80,537.00
Other Operating Costs		87,740.00
General Fund - Income Tax Department		168,277.00
Personnel Costs		18,222.54
Other Operating Costs		48,000.00
General Fund - Legal Department		66,222.54
Other Operating Costs		43,000.00
General Fund - Engineering Department		43,000.00
Personnel Costs		54,600.00
Other Operating Costs		67,700.00
General Fund - Lands & Buildings Department		122,300.00

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. _____ Passed _____, 20____

Personnel Costs	21,502.62
Other Operating Costs	4,100.00
General Fund - Community Service Department	25,602.62

Other Operating Costs	24,000.00
General Fund - Street Lighting Department	24,000.00

Personnel Costs	31,247.13
Other Operating Costs	37,775.00
General Fund - Parks & Recreation Department	69,022.13

General Fund Total	881,260.80
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Personnel Costs	198,630.50
Other Operating Costs	205,950.00
Street Fund Total	404,580.50

Other Operating Costs	25,700.00
State Highway Fund Total	25,700.00

Other Operating Costs	75,000.00
Motor Vehicle License Fund Expenses	75,000.00

Personnel Costs	1,182,135.00
Other Operating Costs	214,188.40
Police Fund Total	1,396,323.40

Other Operating Costs	1,500.00
Drug Enforcement & Education Fund Total	1,500.00

Other Operating Costs	2,000.00
Law Enforcement Trust Fund Total	2,000.00

Personnel Costs	431,156.36
Other Operating Costs	265,579.60
Total Fire/EMS Fund Total	696,735.96

Personnel Costs	27,063.84
Other Operating Costs	33,300.00
Canal Boat Fund Total	60,363.84

Capital Costs	5,000.00
Parks Capital Improvement Fund Total	5,000.00

Capital Costs	13,000.00
Downtown Capital Improvement Fund Total	13,000.00

Capital Costs - Administration	26,000.00
Capital Costs - Fire Projects	60,000.00
Capital Costs - Police Projects	77,000.00
Capital Costs - Street Projects	165,000.00
General Capital Projects Fund Total	328,000.00

Debt Service Costs	97,326.32
Capital Costs	2,500.00
Fire Equipment Fund Total	99,826.32

County Auditor Fees	3,500.00
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RECORD OF ORDINANCES

REGISTRATION - 800-325-6194 FORM NO. 30043

Ordinance No. _____ Passed _____, 20____

Lease Payment - 2018 Dump Truck	30,755.80
Principal - Fire Station Series 2006	90,000.00
Interest - Fire Station Series 2006	29,250.00
Lease Payment - 2015 Dump Truck	28,920.71
Service Bldg - Principal	3,447.05
Service Bldg - Interest	2,065.62
Cherry Locust St - Principal	19,000.00
Cherry Locust St - Interest	11,659.20
General Obligation Debt Fund Total	218,598.38

Capital Costs	70,759.33
Water Capital Total	70,759.33

Debt Service Costs	161,602.25
Total Water Debt Fund Expenses	161,602.25

Personnel Costs	475,534.05
Other Operating Costs	215,700.00
Water Operating Total	691,234.05

Capital Costs	90,759.33
Sewer Capital Total	90,759.33

Debt Services Costs	70,114.92
Sewer Debt Total	70,114.92

Personnel Costs	474,759.27
Other Operating Costs	359,600.00
Sewer Operating Total	834,359.27

Debt Service Costs	6,886.36
Other Operating Costs	53,113.64
Total Storm Sewer Utility Expenses	60,000.00

Section 2: In order to provide adequate resources to various funds, Council authorizes transfers from the General Fund into the following funds:

Police Fund (Fund #210)	1,080,000.00
Fire/Ems Fund (Fund #222)	453,000.00
General Capital Fund (Fund #391)	275,000.00
General Obligation Debt Fund (Fund #481)	100,000.00
Canal Boat Fund (Fund #285)	0.00

Section 3: Council authorizes the Finance Director to draw warrants on the City Treasury for payments from any of the foregoing appropriations upon receiving claims therefore, provided such claims are approved by an Ordinance or Resolution of Council, or are properly approved by the head of the Department or Board for which the indebtedness was incurred. It is further provided no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or Ordinance.

Section 4: This Ordinance shall take effect and be in full force and effect from and after the earliest period allowed by law.

RECORD OF ORDINANCES

BEAR GRAPHICS 800-355-0054 FORM NO. 30042

Ordinance No. _____

Passed _____, 20____

ATTEST:

Joseph A. Schultz, Mayor

Alyssa Bettis, Clerk of Council

I, Alyssa Bettis, Clerk-of-Council of the City of Canal Fulton, Ohio, do hereby certify that this is a true and correct copy of Ordinance _____, 19____, duly adopted by the Council of the City of Canal Fulton, on the date of _____, 2019, and that publication of the foregoing Ordinance was duly made by listing same on the City's website and by posting true and correct copies thereof at three of the most public places in said corporation as determined by Council as follows: Canal Fulton Post Office, Canal Fulton Public Library and Canal Fulton City Hall, each for a period of fifteen days, commencing on the _____ day of _____, 2019.

Alyssa Bettis, Clerk of Council

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8084 FORM NO. 80043

Ordinance No.

34-19

Passed

, 20

An Ordinance Amending Ordinance 45-18, and
Providing for Changes to Previously Authorized
Appropriations.

WHEREAS, it is necessary for the City of Canal Fulton to authorize additional appropriations, transfers and advances for current expenses and other expenditures for the fiscal year ending December 31, 2019, which were not anticipated or included in Ordinance 45-18, as the City's 2019 Appropriation Ordinance, and

WHEREAS, the City has received a \$750,000 reimbursement grant from ODNR to develop the Canal Fulton Community Park, and

WHEREAS, the City advanced General Fund and Emergency Reserve Fund monies to the Capital Projects Reserve Fund to pay for the up-front development costs of the project, and

WHEREAS, the City is starting to receive reimbursements from the ODNR grant monies and can begin to repay the advances to the General Fund and the Capital Projects Reserve Fund, and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL FULTON, OHIO, THAT:

Section 1: As permitted by the timing of grant reimbursements, Council authorizes the Finance Director to advance up to \$425,000.00 from the Capital Projects Reserve Fund (390) to the General Fund (101), and up to \$220,000.00 from the Capital Projects Reserve Fund (390) to the Emergency Reserve Fund (800). Both transactions are designed to repay prior advances. The following appropriation change is also approved to facilitate the advance repayment:

Expense Account	Account Description	Appropriation Changes
390.120.5900	Advances	\$645,000.00

Section 2: This Ordinance shall take effect and be in full force and effect from and after the earliest period allowed by law.

Joseph A. Schultz, Mayor

ATTEST:

Alyssa Bettis, Clerk of Council

I, Alyssa Bettis, Clerk-of-Council of the City of Canal Fulton, Ohio, do hereby certify that this is a true and correct copy of Ordinance _____, 19, duly adopted by the Council of the City of Canal Fulton, on the date of _____, 2019, and that publication of the foregoing Ordinance was duly made by listing same on the City's website and by posting true and correct copies thereof at three of the most public places in said corporation as determined by Council as follows: Canal Fulton Post Office, Canal Fulton Public Library and Canal Fulton City Hall, each for a period of fifteen days, commencing on the _____ day of _____, 2019.

Alyssa Bettis, Clerk of Council

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. 35-19 Passed _____, 20____

An Ordinance Providing for the Distribution of Water Revenues, and Repealing any Ordinances in Conflict Therewith.

WHEREAS, Section 921.03 (b) of the Codified Ordinances provides for the distribution of water user charges among the Water Operating, Water Debt Service, and Water Capital Projects Funds, and

WHEREAS, Section 921.03 (c) of the Codified Ordinances mandates that the distribution of water revenues be based on the anticipated annual expenditures in each fund, and that said distribution be established by Ordinance, and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CANAL FULTON, OHIO, THAT:

Section 1: Water charges by the City of Canal Fulton during fiscal year 2020 shall be distributed by the Finance Director as follows:

1. Water Operating Fund (Fund 541): 70%
2. Water Debt Service Fund (Fund 441): 17%
3. Water Capital Projects Fund (Fund 341): 13%

Section 2: This Ordinance shall be effective January 1, 2020 for the fiscal year 2020.

ATTEST:

Joseph A. Schultz, Mayor

Alyssa Bettis, Clerk of Council

I, Alyssa Bettis, Clerk-of-Council of the City of Canal Fulton, Ohio, do hereby certify that this is a true and correct copy of Ordinance _____, 19, duly adopted by the Council of the City of Canal Fulton, on the date of _____, 2019, and that publication of the foregoing Ordinance was duly made by listing same on the City's website and by posting true and correct copies thereof at three of the most public places in said corporation as determined by Council as follows: Canal Fulton Post Office, Canal Fulton Public Library and Canal Fulton City Hall, each for a period of fifteen days, commencing on the _____ day of _____, 2019.

Alyssa Bettis, Clerk of Council

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No.

30-19

Passed

, 20

An Ordinance Providing for the Distribution of
Sewer Revenues, and Repealing any Ordinances
in Conflict Therewith.

WHEREAS, Section 933.06 (b) of the Codified Ordinances provides for the distribution of sewer user charges among the Sewer Operating, Sewer Debt Service, and Sewer Capital Projects Funds, and

WHEREAS, Section 933.06 (c) of the Codified Ordinances mandates that the distribution of sewer revenues be based on the anticipated annual expenditures in each fund, and that said distribution be established by Ordinance, and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE
CITY OF CANAL FULTON, OHIO, THAT:

Section 1: Sewer charges by the City of Canal Fulton during fiscal year 2020 shall be distributed by the Finance Director as follows:

1. Sewer Operating Fund (Fund 551): 83.0%.
2. Sewer Debt Service Fund (Fund 451): 6.5%.
3. Sewer Capital Projects Fund (Fund 351): 10.5%.

Section 2: This Ordinance shall be effective January 1, 2020 for the fiscal year 2020.

Joseph A. Schultz, Mayor

ATTEST:

Alyssa Bettis, Clerk of Council

I, Alyssa Bettis, Clerk-of-Council of the City of Canal Fulton, Ohio, do hereby certify that this is a true and correct copy of Ordinance _____, 19, duly adopted by the Council of the City of Canal Fulton, on the date of _____, 2019, and that publication of the foregoing Ordinance was duly made by listing same on the City's website and by posting true and correct copies thereof at three of the most public places in said corporation as determined by Council as follows: Canal Fulton Post Office, Canal Fulton Public Library and Canal Fulton City Hall, each for a period of fifteen days, commencing on the _____ day of _____, 2019.

Alyssa Bettis, Clerk of Council



BILL TO:

City of Canal Fulton

155 East Market Street, Suite #A
Canal Fulton, Ohio 44614-1305
(330) 854-2225 • FAX (330) 854-6913

PURCHASE ORDER

P.O. NUMBER

RG012386

P.O. DATE

10/24/19

DEPARTMENT

STREET

CREATED BY

VENDOR NO.

00649

DELIVER
TO:

CANAL FULTON ADMINISTRATION
155 E. MARKET ST.
SUITE #A
CANAL FULTON, OH 44614

VENDOR:

CARGILL, INC
P.O. BOX 415927
BOSTON, MA 02241-5927

ACCOUNT NUMBER	AMOUNT
206.360.5630	\$6,822.00

THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes.

FEDERAL ID # 34-6000498

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
		100 TON SALT TO BE STORED IN THE SEWER DEPT STORAGE		\$6,822.00
		THIS PURCHASE ORDER IN EXCESS OF \$5,000 WAS APPROVED BY A MOTION OF CANAL FULTON CITY COUNCIL ON ____ / ____ / ____.		
			TOTAL:	\$6,822.00

CIRCLE IF APPLICABLE: Now and then P.O. — the purchase was made before approval of P.O. Funds were available then as they are available now.

FISCAL OFFICER'S CERTIFICATE

It is hereby certified that the amount required to meet the contract, agreement, obligation,
payment or expenditure stated in this purchase order has been lawfully appropriated,
authorized or directed for such purpose and is in the Treasury or in the process of collection
to the credit of the appropriate Fund(s), free from any obligation or certification now outstanding.

Finance Director

Date

City Manager / Mayor

Date

THIS ORDER IS NOT VALID UNLESS SIGNED BY THE FINANCE DIRECTOR AND EITHER THE CITY MANAGER OR MAYOR



City of Canal Fulton

155 East Market Street, Suite #A
Canal Fulton, Ohio 44614-1305
(330) 854-2225 • FAX (330) 854-6913

DELIVER
TO:

CANAL FULTON ADMINISTRATION
155 E. MARKET ST.
SUITE #A
CANAL FULTON, OH 44614

VENDOR:

CREATIVE MICROSYSTEMS, INC.
52 HILLSIDE COURT
ENGLEWOOD, OH 45322-2747

P.O. NUMBER RG012372
P.O. DATE 10/17/19
DEPARTMENT FINANCE
CREATED BY
VENDOR NO. 00027

ACCOUNT NUMBER	AMOUNT
101.130.5370	\$3,533.05
541.310.5370	\$4,592.04
551.330.5370	\$4,592.03

THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes.

FEDERAL ID # 34-6000498

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
		2020 CMI SOFTWARE MAINTENANCE		\$12,717.12
		THIS PURCHASE ORDER IN EXCESS OF \$5,000 WAS APPROVED BY A MOTION OF CANAL FULTON CITY COUNCIL ON ____ / ____ / ____.		
			TOTAL:	\$12,717.12

CIRCLE IF APPLICABLE: Now and then P.O. -- the purchase was made before approval of P.O. Funds were available then as they are available now.

FISCAL OFFICER'S CERTIFICATE

hereby certified that the amount required to meet the contract, agreement, obligation,
rent or expenditure stated in this purchase order has been lawfully appropriated,
authorized or directed for such purpose and is in the Treasury or in the process of collection
a credit of the appropriate Fund(s), free from any obligation or certification now outstanding.

Finance Director

Date

City Manager / Mayor

Date

THIS ORDER IS NOT VALID UNLESS SIGNED BY THE FINANCE DIRECTOR AND EITHER THE CITY MANAGER OR MAYOR

**BILL TO:****City of Canal Fulton PURCHASE ORDER**

155 East Market Street, Suite #A
Canal Fulton, Ohio 44614-1305
(330) 854-2225 • FAX (330) 854-6913

P.O. NUMBER

RG012377

P.O. DATE

10/17/19

DEPARTMENT

FIRE/EMS

CREATED BY

VENDOR NO.

03325

DELIVER
TO:

CANAL FULTON ADMINISTRATION
155 E. MARKET ST.
SUITE #A
CANAL FULTON, OH 44614

VENDOR:

DAVIS DOOR COMPANY
3529 SOUTH HAMETOWN ROAD
NORTON, OH 44203

ACCOUNT NUMBER	AMOUNT
391.210.5730	\$13,140.00

THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes.

FEDERAL ID # 34-6000498

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
		REPLACEMENT OVERHEAD DOORS FOR FIRE TRAINING CENTER		\$13,140.00
		THIS PURCHASE ORDER IN EXCESS OF \$5,000 WAS APPROVED BY A MOTION OF CANAL FULTON CITY COUNCIL ON ____ / ____ / ____.		
			TOTAL:	\$13,140.00

CIRCLE IF APPLICABLE: Now and then P.O. - the purchase was made before approval of P.O. Funds were available then as they are available now.

FISCAL OFFICER'S CERTIFICATE

It is hereby certified that the amount required to meet the contract, agreement, obligation, payment or expenditure stated in this purchase order has been lawfully appropriated, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the appropriate Fund(s), free from any obligation or certification now outstanding.

Finance Director

Date

City Manager / Mayor

Date

BILL TO:

DELIVER
TO:

City of Canal Fulton PURCHASE ORDER

155 East Market Street, Suite #A
Canal Fulton, Ohio 44614-1305
(330) 854-2225 • FAX (330) 854-6913

P.O. NUMBER

RG012406

P.O. DATE

11/01/19

DEPARTMENT

WATER

CREATED BY

VENDOR NO.

03086

CANAL FULTON ADMINISTRATION
155 E. MARKET ST.
SUITE #A
CANAL FULTON, OH 44614

VENDOR:

CIVPRO ENGINEERING
4450 BELDEN VILLAGE ST. NW
SUITE 800
CANTON, OH 44718

THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes.

FEDERAL ID # 34-6000498

ACCOUNT NUMBER	AMOUNT
341.310.5410	\$12,500.00

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
		WATER SYSTEM ASSET MANAGEMENT PLAN		\$12,500.00
		THIS PURCHASE ORDER IN EXCESS OF \$5,000 WAS APPROVED BY A MOTION OF CANAL FULTON CITY COUNCIL ON ____ / ____ / ____.		
			TOTAL:	\$12,500.00

CIRCLE IF APPLICABLE: Now and then P.O. – the purchase was made before approval of P.O. Funds were available then as they are available now.

FISCAL OFFICER'S CERTIFICATE

hereby certified that the amount required to meet the contract, agreement, obligation,
ment or expenditure stated in this purchase order has been lawfully appropriated,
orized or directed for such purpose and is in the Treasury or in the process of collection
ie credit of the appropriate Fund(s), free from any obligation or certification now outstanding.

Finance Director

Date

City Manager / Mayor

Date

THIS ORDER IS NOT VALID UNLESS SIGNED BY THE FINANCE DIRECTOR AND EITHER THE CITY MANAGER OR MAYOR